

Integrated Materiel Automation Program
(IMAP)

Lower Level
User's Manual



Version 2.0

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**Prepared for: The Army National Guard Logistics Division (NGB-ARL)
for use in the States and Territories**

CALIBRE

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1.0 Welcome

Due to logistics resource reductions and the use of Operations and Maintenance, National Guard (OMNG) accounts to support National Guard operations, logistics managers must ensure that resource requisitions and expenditures maximize National Guard readiness. To assist the logistics manager in managing resource expenditures, the Army National Guard (ARNG) developed a Personal Computer (PC)-based credit tracking and resource management tool called the Integrated Materiel Management Model (IM³). At the facility and shop levels, a system was needed to assist the user in exchanging data with the Standard Army Management Information Systems (STAMIS) that are essential in the supply, maintenance, and readiness processes. The National Guard Bureau Communications Utility (NGBCU) was developed to assist the users in submitting the appropriate data to the appropriate locations.

With advent of Single Stock Fund (SSF), which changes the Standard Army Retail Supply System – Level 1 (Direct Support) (SARSS-1) to the wholesale level, a review of current management practices and procedures was required. Financial management was a major change to the pre-SSF operating practices. Prior to SSF, the funding decision was made after a request had passed through SARSS-1 and was placed in the Manager Review File (MRF). Under SSF, the funding decision must be made prior to sending requisitions to the SARSS-1. This change in the business practice emphasizes the importance of decentralized funding decisions: moving the State Area Command (STARC) funding decision to the Shop/Unit level. IMAP will provide a means to decentralize the funding down to the Shop/Unit Level to allow the operator to make a fully informed funding decision.








The Integrated Materiel Automation Program (IMAP) was created by combining and enhancing the IM³ and NGBCU systems. This document will describe the functions of the IMAP-Lower Level module (IMAP-L), formerly known as NGBCU. You, as the user, will be able to perform the following functions using IMAP-L.

- Enter IMAP-L Parameters
- Import Supply Requisitions from ULLS
- Identify Funded and Unfunded Requisitions
- Submit Funded Requisitions to SARSS-1
- Create MILSTRIP records
- Print MILSTRIP reports
- Update Checkbook information and submit changes to the IMAP-Upper Level Module (IMAP-U)
- Import Work Order information
- Import AMSS data

- Submit AMSS data to Higher Units and to LOGSA
- Create and submit 2408-9: Equipment Transfer forms
- Perform a UTRANS

2.0 System Requirements





The minimum requirements for running this program are listed below.

-  400MHz processor (Pentium™, Celeron™ or equivalent)
-  Windows NT 4.0™ Operating System, Service Pack 6 or better
-  64 MB RAM
-  Ability to run Windows display in 800x600 mode with small fonts
-  4 GB hard drive
-  CD-ROM drive
-  Direct network connection, RAS account, or Virtual Private Network (VPN) Internet connection for file transfer capabilities

In addition to the requirements listed above, the following configurations need to be considered in order to successfully run IMAP-L and to electronically transfer files between machines.

IMAP Central Server Requirements

The IMAP Central Server module (IMAP-C) will use a SQL Server to maintain the IP addresses and DODAAC information for all IMAP-L machines. In order to successfully integrate with each IMAP-L, please ensure that the following requirements are met.

-  Setup SQL Server with NT authentication
-  Create an IMAP login with a Password of IMAP051301
-  Add an IMAP user to the IMAP-C database with read and write permissions
-  Change the password on SA account

If you have any questions about the IMAP-C requirements, please contact the Functional Area Support – Technical (FAST) Desk at the Army National Guard Bureau.

Please refer to chapter 16.0 Getting Help for more information about the contacting the FAST Desk.

Networking Considerations

All IMAP-L and IMAP-C machines must be members of the same domain in the state, or members of a trusted domain. This is essential to the file transfer processes.

In addition, the SARSS FTP server must be configured to allow the IP of the IMAP-C to log on. The IMAP-C will send files to SARSS and will look for the status files from SARSS, so the

IMAP-C FTP access is a critical requirement.

File Sharing

In addition to configurations and system requirements, each IMAP-L system needs to have access to certain folders on other IMAP-L systems.





Please refer to chapter 4.0 Getting Started for information about the file sharing requirements for IMAP-L.

REMEMBER: These are the minimum system requirements. A faster processor and more RAM will result in better system performance.

NOTE: This system is compatible with RCAS standards.
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3.0 How to Use this Manual

This manual provides step-by-step instructions for each function of the IMAP-L. To ensure clarity and ease of use, the following conventions are used throughout this manual. Make sure you review them before you continue.

-  Text in *italics* denotes information displayed within the program. This could be the name of a screen, an entry field, or the name of an area within a screen.
-  Text in **bold** refers to an item that you can select or “click” on, such as a button.
-  To click a mouse button, position the cursor (which looks like an arrow, a flashing vertical bar, or an "I") over the item to be selected and press the left mouse button once.
-  To double-click the mouse button, position the cursor and click the left mouse button twice. Make the two clicks as quickly as possible. Do not move the mouse while clicking or it will be interpreted as two separate clicks.



This is the helpful hint symbol. It denotes particularly important points.

4.0 Getting Started

This section guides you through the steps needed to install IMAP-L.

How to Install IMAP-L

1. Insert the IMAP-L CD into your CD ROM Drive.
2. Using Windows Explorer, search the CD for the Setup file. This file will look like the one shown to the right.
3. Double-click on this file and the installation process will begin.
4. Follow the instructions on the screen to install IMAP-L.



After the installation process is finished, you will need to map some system drives to your machine. Please contact your CSSAMO if you need assistance with this process.



You must also install Oracle Client on the computer that is running IMAP-L. See Appendix C for instructions on setting up Oracle, if it's not already installed.

FedLog Connection

In order to run IMAP-L successfully, you will need to make sure that your computer is connected to the FedLog databases. IMAP-L needs to use Disks 1, 2, and 3 of FedLog to update the Unit Prices of supplies. Please make sure to create the following drive maps on your computer.

FedLog Disk	Drive Letter
Disk 1	Q:\
Disk 2	R:\
Disk 3	S:\

If the FedLog CDs reside in folders on your computer, you can create the maps listed above by using the DOS SUBST command. This will allow you to use FedLog if you are disconnected from your LAN.

Click on the **Command Prompt** option from the Start menu. This option may be located on the Programs menu. At the C prompt, type the following commands to assign the FedLog folders to the drive letters.

```
SUBST Q:\    C:\<ENTER THE PATH FOR FEDLOG DISK 1>
SUBST R:\    C:\<ENTER THE PATH FOR FEDLOG DISK 2>
SUBST S:\    C:\<ENTER THE PATH FOR FEDLOG DISK 3>
```

NOTE: For the example above, the FedLog folders are located on the C: drive.

For example, to map the FedLog disk 1, you would type 'SUBST Q:\ C:\FedLog\Disk1' if Disk1 was located on your C drive in the FedLog\Disk1 folder.

If you know that you will be disconnected from your LAN for an extended period of time and therefore won't have direct access to your FedLog, make sure to copy the FedLog CDs and perform this mapping.



If you do not have access to FedLog, you will not be able to enter the Checkbook screen or send any requisitions to SARSS.

Folder Sharing

IMAP-L will create Share Names for some IMAP-L folders on your computer. These folders are identified below along with their Share Name.

Folder	Share Name
C:\IMAP\Import	IMAPL
C:\IMAP\Data	IMAPLDB

The IMAP-C will have an additional share. This is identified below.

Folder	Share Name
C:\IMAP\Export	CSExport

Folder sharing is essential to the functions of IMAP-L. If you find that IMAP-L does not create a Share Name, contact your CSSAMO for assistance in creating the share.



IMAP-L will create these shares automatically during the installation process. You do not need to create these shares.

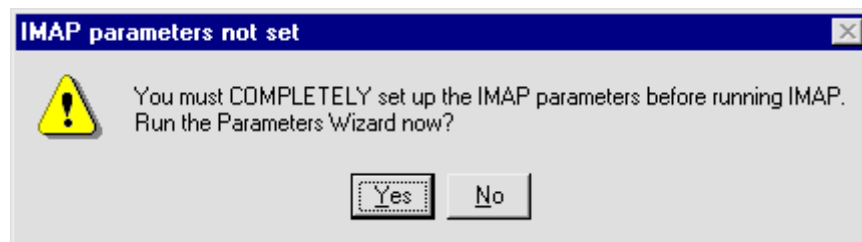
5.0 Starting IMAP-L

To start IMAP-L, click on the **Start** button and select **Programs**. You will see the icon for IMAP-L, on your task bar.

If you do not see an icon, access your Windows Explorer. The program was installed in the C:\IMAP directory. Within Explorer, change to this directory and locate the IMAP.EXE file. Double-click on this file to start the program.

New to IMAP-L?

When you start IMAP-L for the first time, the message shown below will appear notifying you that the parameter information is not complete. Click the **Yes** button to enter your parameter information. Then, the *IMAP Welcome* screen will appear requiring you to create a user ID and password. This user ID and password will enable you to change the system parameters at any time.



The Parameters Wizard will allow you to enter information that will uniquely identify your IMAP-L computer. In addition, you will be required to enter information about all the DODAACs and Unit Identification Codes (UICs) supported by your facility.

Please see chapter 6.0 Parameters Wizard
on page 9 for more information.

To assist you with gathering the information required to complete the parameters section of IMAP-L, Appendix B contains the parameter checklists for each facility type. The parameters will be very easy to complete if you use Appendix B as a guideline before you start IMAP-L.

IMAP-L Oldtimers

If your parameters information is not complete, IMAP-L will require you to complete the parameters before you can start using IMAP-L.

If you completed your parameters information, as a repeat user, you will not be prompted to enter information into the parameters. The IMAP-L *Main Status* screen will display as soon as you access the program.

Please see chapter 7.0 The Main Status Screen
on page 20 for more information.

6.0 Parameters Wizard

IMAP-L requires some information about your location in order to setup properly. The system parameters enable IMAP-L to customize features for your site and your needs. If your system parameters are not complete, IMAP-L will notify you that you need to complete the parameters. If you have already entered this information, upon start-up, IMAP-L will display the *Main Status* screen.

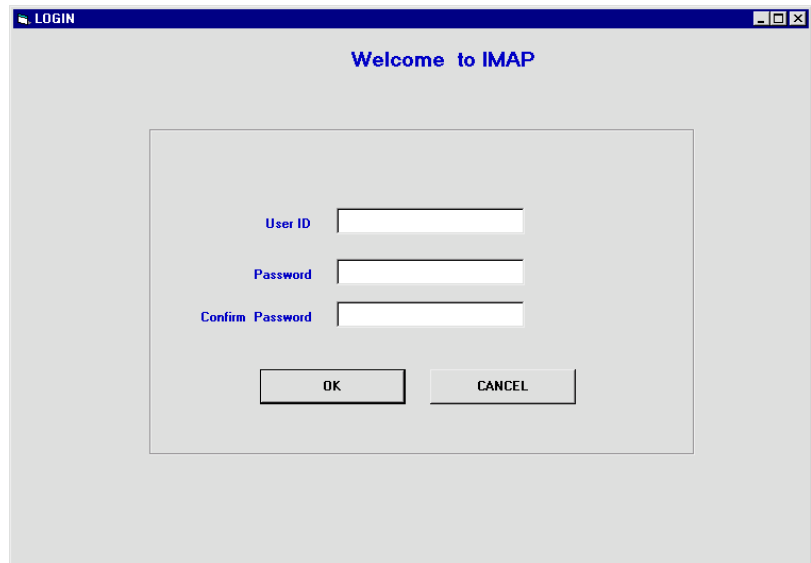
Please see chapter 7.0 The Main Status Screen on page 20 for more information.

Parameters: The First Time

The first time you access IMAP-L, you will need to complete the system parameter information so that IMAP-L can function properly. The Parameter Wizard will allow you to enter information that will customize and uniquely identify your IMAP-L. In addition, you will be required to enter information about all the DODAACs and UICs that your facility supports. There are many screens in the parameters identification process. Make sure to complete all the required information, or IMAP-L may not run properly.

Choosing a Password

The parameter section requires a password to keep the information secure. Since this is the first time you have used IMAP-L, the *Login* screen shown to the right will appear. IMAP-L will allow you to create your own *User ID* and *Password*. Enter those onto the *Login* screen. You will need to enter your password a second time into the *Confirm Password* box. This will ensure that you correctly spell your password.



The password you enter must be at least 6 characters in length, and cannot be longer than 12 characters. IMAP-L will display a message if the password you entered does not meet these criteria.

If the *Confirm Password* does not match the *Password* entry, a message box will appear stating that you will need to re-enter the confirmation password. You should re-type the password in the *Confirm Password* entry box.

- To continue with the parameter identification process, click the **OK** button.
- If you cannot complete the parameter information at this time, click the **Cancel** button. Since IMAP-L cannot properly function without the parameter information, the IMAP-L system will close and you will return to the Windows desktop.



Make sure to enter a user ID and password that you will remember! Each subsequent time you enter the Parameters Wizard, you will be prompted for your password.

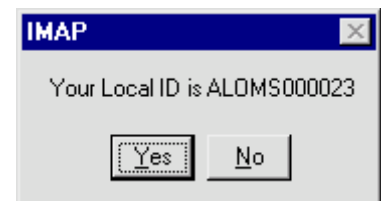
Identifying Your IMAP-L Location

After entering your password, IMAP-L will ask you to identify your IMAP-L location. The location information serves two purposes: 1) it identifies the IMAP-L functions that you will need, and 2) it helps to create your unique IMAP-L Location ID. The IMAP-L location ID screen is shown to the right.

From the *State* drop down box, choose your state. Then, choose your facility type.

If you choose “ULLS-G Unit”, “ULLS-G S4 Unit”, or “SPBS-R Unit” as your Facility Type, enter the DODAAC for your Unit in the *DODAAC* entry box.

- To continue with the parameter identification process, click the **Next** button. IMAP-L will display a message box, similar to the one shown to the right, asking you to confirm your Local ID. If the information that you entered was not correct, click the **No** button. IMAP-L will allow you to re-enter the information. If the information was correct, click the **Yes** button. IMAP-L will save the information and will continue to the next parameters screen.



Please make sure your Local ID information is correct. ***You will not be able to change the information after you leave this screen.***

- If you cannot complete the parameter information at this time, click the **Cancel**

button. A message box will appear to confirm that you wish to exit the Parameters Wizard. Click the **Yes** button to exit IMAP-L. Click the **No** button to return to the IMAP-L *Add/Update Parameters* screen.



Since IMAP-L cannot properly function without the parameter information, if you click the **Cancel** button, IMAP-L will close and you will return to the Windows desktop. The next time you start IMAP-L, you will be required to complete your parameter information.

Identifying the IMAP-L System Interfaces

The next screen will require you to identify the different imports and exports that IMAP-L will perform at your facility. IMAP-L has the capability to exchange information with the following STAMISs:

- SARSS-1
- SAMS-1
- ULLS-G
- ULLS-A
- ULLS-S4
- SAMS-2
- SPBS-R Unit
- SPBS-R Tower
- IMAP-C

The system interfaces screen is shown below.

Add/Update Parameters

IMAP Connections

How many ULLS-G Boxes in your facility ?

How many IN-STATE SARSS1s support your facility?

How many OUT-OF-STATE SARSS1s support your facility?

How many SAMS-1 support your facility / state? /

Enter LOGSA ID

Enter LOGSA Password

Identify your AVCRAD

AMSS Reporting

☒ My Facility sends AMSS to Higher

☒ My Facility receives AMSS from Lower

☒ My Facility creates an End of Report period file

Central Server IP

Central Server IP Address

Contact CSSAMD for Central Server IP

UTRANS

☒ My Facility sends UTRANS files

CANCEL BACK NEXT

This screen will be customized based on the facility type that you chose on the previous screen.

OMS, MATES (Org), UTES and ULLS-G Units

If you chose OMS, MATES (Org), UTES, or ULLS-G Unit as your Facility Type, complete the following functions.

- ☐ Identify the number of ULLS-G, In-State and Out-of-State SARSS-1, and SAMS-1 computers with which your IMAP-L will need to exchange data. To do this, enter the appropriate number into the entry boxes.
- ☐ Identify the IP address for the IMAP-C in your state. ***Contact the CSSAMO in your state if you do not know the IP address.***
- ☐ Identify the AMSS reporting processes that your IMAP-L system will need to perform. To do this, check the boxes that apply to your facility.
- ☐ Identify if the UTRANS process applies to your facility. To do this, check the UTRANS box if you will perform a UTRANS during the year.

IMAP-C

If you chose Central Server as your Facility Type, you will need to identify the number of SARSS-1 computers with which your IMAP-L will need to exchange data. To do this, enter the appropriate number into the entry box.

AVCRAD, CSMS, MATES (Sup), SPBS-Units, SSA or ULLS-S4 Units

If you chose CSMS, ULLS-S4 Unit, or SPBS-Unit as your Facility Type, complete the following functions.

- ☐ Identify the number of In-State and Out-of-State SARSS-1 computers with which your IMAP-L will need to exchange data. To do this, enter the appropriate number into the entry box.
- ☐ Identify the IP address for the IMAP-C in your state. ***Contact the CSSAMO in your state if you do not know the IP address.***

SAMS-2 or SPBS-R Tower

If you chose SAMS-2 or SPBS-R Tower as your Facility Type, complete the following functions.

- ☐ Identify your LOGSA ID and password. To do this, enter the appropriate password into the entry box. Remember: your user ID and password must be longer than 4 characters and less than 10, and must be in lower case.
- ☐ Identify the IP address for the IMAP-C in your state. ***Contact the CSSAMO in your state if you do not know the IP address.***

AASF

If you chose AASF or AVCRAD as your Facility Type, complete the following functions.

- ☐ Identify the number of DODAACs in the ULLS-A computer. To do this, enter the appropriate number into the entry boxes.
- ☐ Identify the number of In-State and Out-of-State SARSS-1 (AVCRAD SARSS-1 and USPFO SARSS-1) computers with which your IMAP-L will need to exchange data. To do this, enter the appropriate number into the entry boxes.
- ☐ Identify the AVCRAD Region to which your facility belongs.
- ☐ Identify the IP address for the IMAP-C in your state. ***Contact the CSSAMO in your state if you do not know the IP address.***

After you have finished entering the required information, you will have three button options.

- To continue to the next Parameter Wizard screen, click the **Next** button.
- To return to the previous screen, click the **Back** button.
- If you wish to exit the parameter process at this time, click the **Cancel** button. A message box will appear to confirm that you wish to exit the Parameters Wizard. Click the **Yes** button to exit IMAP-L. Since IMAP-L cannot properly function without the parameter information, the IMAP-L system will close and you will return to the Windows desktop. Click the **No** button to remain on the IMAP-L System Interfaces screen.



If you forget to enter some information that is required for your facility, IMAP-L will remind you to enter the information.

Entering DODAAC and Unit Information

After identifying the IMAP-L system interfaces, you will need to enter information for all the DODAACs within your facility. The DODAAC & UIC screen will appear displaying all the information required for each Unit. This screen is displayed below.



Make sure to enter all information for one DODAAC before adding another DODAAC. This will make the data validation process easier for IMAP-L and for you.

Add/Update Parameters

Enter DODAAC Level information

DODAAC	UIC	Unit Name	Utrans Local ID	ULLS-G Box	Higher Local ID
▶ W90AA6	W31LT1	DET 1 HHC 31ST INF B	TXUGUW31LT0	ULLSG-A	TXOMS000020
W90AA7	W31LA1	DET 1 CO A 31ST INF	TXUGUW31LA0	ULLSG-B	TXOMS000020
W90AA8	W45XAA	31ST FSB		ULLSG-C	
W90AA5	W31LC0	CO C 31ST INF BN	TXUGUW31LC0	ULLSG-D	TXOMS000020
W81XX1	WXXS22	OMS-22 ULLS-S4		ULLS-S4	
*					

Add / Edit DSUs

DSU	ST ID	SARSS #
▶ A TX		2
*		

Add / Edit SAMS1s

SAMS1-n
▶ 1
*

Add / Edit Lower UICs

Lower UIC
*

Add / Edit EICs

EIC
▶ BBD
BS8
BAA
*

CANCEL
BACK
NEXT

Enter information for a DODAAC:

1. Click the in the DODAAC entry field to enter your first DODAAC.
2. Then, enter the UIC and Unit Name for the DODAAC. You can press the Tab key on your keyboard to move to the next entry field, or you can click into the next field with your mouse.
3. If the UTRANS option was checked on the previous screen, you will need to enter the Local ID for the UTRANS. Enter the applicable IMAP-L Local ID to which you will send a UTRANS into the *UTRANS Local ID* entry box.
4. Identify the ULLS box that contains the data for this unit by picking the correct ULLS box from the *ULLS Box* drop-down list.
5. If this unit sends AMSS005 Send to Higher File(s), enter the Local ID for the Higher unit's IMAP-L in the AMSS Higher. Also, enter the IP address for the AMSS Higher IMAP-L. If you do not know this information, you should contact the facility that receives your information.
6. After entering data for the DODAAC in the grid on the top of the screen, enter the DSU information for this unit. Click in the *DSU* field in the *Add/Edit DSU* data grid. For each DSU, you will need to identify the State ID and SARSS-1 number for each DSU code. If the SARSS-1 is Out-of-State, make sure to enter (or pick) the correct state abbreviation.

7. Click in the *SAMS1-n* data grid to identify all the SAMS1 that receive information for this DODAAC.
8. Identify the AMSS005 Receive from Lower units by entering the derivative UICs into the *Add/Edit Lower* data grid. These are the units that will send AMSS data to your facility.
9. Enter the EICs that apply to this DODAAC by clicking in the *EIC* field within the *Add/Enter EIC* data grid.

After all the information is complete for the DODAAC, you can add another DODAAC by entering the DODAAC into the *DODAAC* entry field.

After you have finished entering the required information, you will have three button options.

- To continue with the parameter identification process, click the **Next** button.
- To return to the previous screen, click the **Back** button.
- If you wish to exit the parameter process at this time, click the **Cancel** button. Since IMAP-L cannot properly function without the parameter information, the IMAP-L system will close and you will return to the Windows desktop. All the information that you have entered will be saved, so the next time you enter IMAP-L, you can continue from where you left off.

Completing STAMIS Communication Information

The final step of the Parameters Wizard is to complete the communication information for the STAMIS and other IMAP-Ls. The STAMIS Information screen will display all the required system interfaces that will need Local IDs and IP Addresses. This information is essential for IMAP-L to successfully send and receive files. If you do not know this information, contact the CSSAMO in your state. If you need the IP address for a system that resides in another state, you will need to contact the CSSAMO or the facility POC of that state.

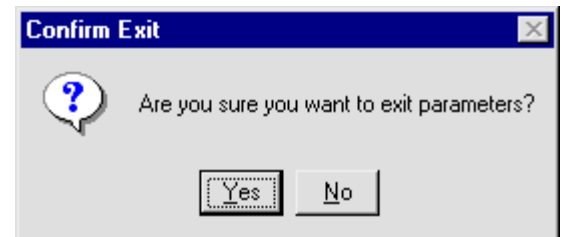
The screenshot shows a window titled "Add/Update Parameters". Inside, there is a section labeled "IMAP Interfaces" containing a table with three columns: "Description", "Local ID", and "STAMIS' CS IP Address". The table lists various interfaces and their corresponding IDs and IP addresses. Below the table, there are three buttons: "CANCEL", "BACK", and "FINISH".

Description	Local ID	STAMIS' CS IP Address
Higher: TXDMS000022	TXDMS000022	10.3.1.24
IMAP Upper	IMAP Upper	IMAPTX
SAMS1-01	TXCMS000001	10.3.1.24
SAMS1-02	TXCMS000002	10.3.1.24
SAMS1-04	TXCMS000004	10.3.1.24
SAMS2	TXSAM000001	10.3.1.24
TX Central Server	TXCSV000001	10.3.1.24
UTRANS: TXUGUW31LA0	TXUGUW31LA0	10.3.1.24
UTRANS: TXUGUW31LB0	TXUGUW31LB0	10.3.1.24
UTRANS: TXUGUW31LT0	TXUGUW31LT0	10.3.1.24
UTRANS: TXUGUW45XAA	TXUGUW45XAA	10.3.1.24
*		

NOTE: For the “IMAP Upper” entry, you should enter the system identifier (SID) for your IMAP-U Oracle database instead of the IP address. The SID for the IMAP-U will be ‘IMAP’+ your state abbreviation. Therefore, the SID for TX will be IMAPTX.

After you have finished entering the required information, you will have three button options.

- To save the information you entered and exit the Parameters Wizard, click the **Finish** button. A message will appear confirming your action.
 - Click **Yes** to save the information that you entered and to start using IMAP-L.
 - Click **No** to continue working in the Parameters Wizard.
- To return to the previous screen, click the **Back** button.
- If you wish to exit the parameter process at this time, click the **Cancel** button. Since IMAP-L cannot properly function without the parameter information, the IMAP-L system will close and you will return to the Windows desktop.



Parameters: The Next Time

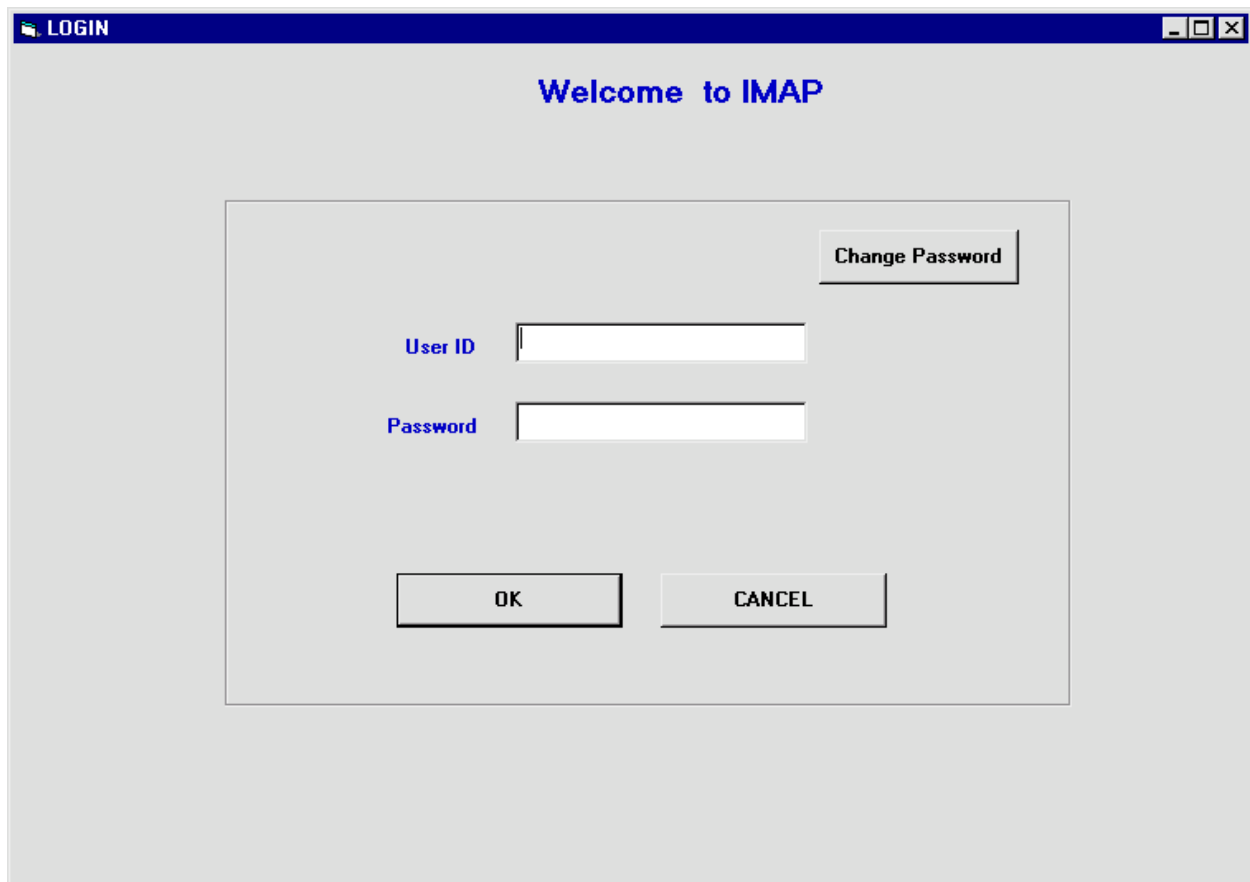
If you completed all your required parameters information, the next time you access IMAP-L,

the *Main Status* screen will appear. If you find that you need to update your system parameter information, click on the **Edit** menu option and select the **Parameters** option. You will be required to enter your user ID and password in order to access the information that you entered previously.

Once you enter the Parameters Wizard, click the **Next** button to locate the information that you need to add or change. Click the **Finish** button when all your changes have been made.

Incomplete Parameters

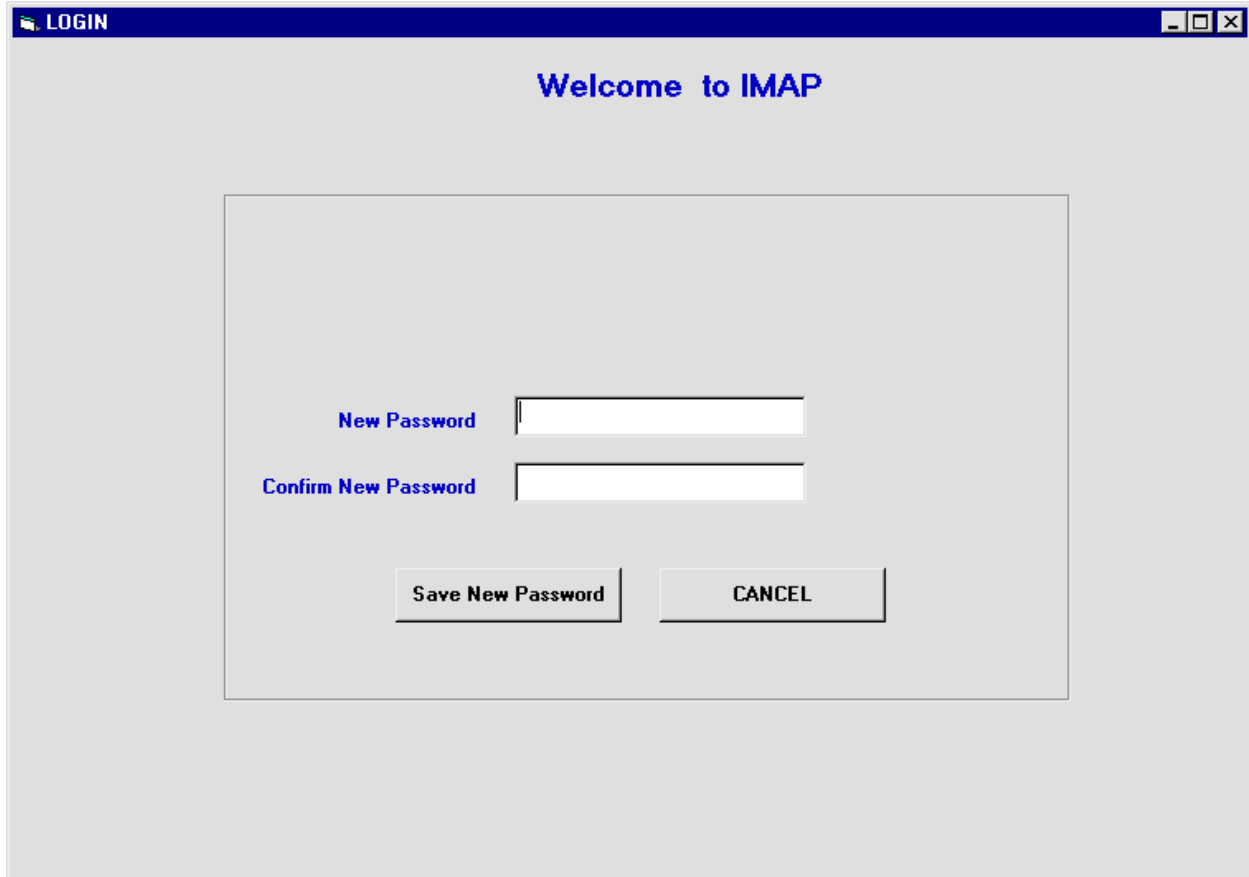
If you exit the parameters screen without entering the required information, the next time you start IMAP-L, IMAP-L will alert you that the parameter information is not complete. Click the **Yes** button to enter the Parameters Wizard, and the *Login* screen will appear, as shown below. This time, the welcome screen will look different. Since you already entered your user ID and password, IMAP-L will require you to enter this information in order to access the parameters screens.



The screenshot shows a window titled "LOGIN" with a blue header bar. The main area is light gray and contains the text "Welcome to IMAP" in blue. Below this, there is a white rectangular box containing the following elements:

- A "Change Password" button in the top right corner.
- Two input fields: the first is labeled "User ID" and the second is labeled "Password", both in blue text.
- At the bottom of the box are two buttons: "OK" and "CANCEL".

If you decide that you wish to change your password, first enter your *User ID* and *Password*. Then, click the **Change Password** button. If your user ID and password are entered correctly, the screen shown below will appear allowing you to create a new password.



The screenshot shows a window titled "LOGIN" with a blue header bar. Inside the window, the text "Welcome to IMAP" is displayed in blue. Below this, there is a large rectangular box containing two text entry fields. The first field is labeled "New Password" and the second is labeled "Confirm New Password". Below these fields are two buttons: "Save New Password" and "CANCEL".

Enter a new password into the *New Password* entry box. Then, re-enter the password into the *Confirm New Password* entry box. This will ensure that you correctly spell your new password.

Click the **Save New Password** button to save your changes; or click the **Cancel** button to keep your old password.



Make sure to enter a password that you will remember! Each subsequent time you enter the *Parameters* screen, you will be prompted for your password.

Exporting Parameters

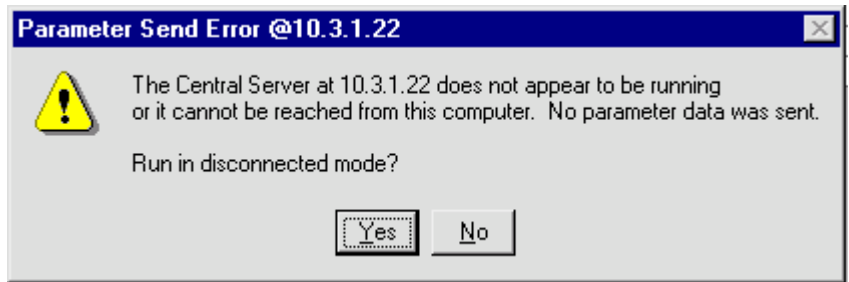
After you finish the Parameters Wizard, IMAP-L will send the updated parameters information to the IMAP-C. The IMAP-C needs accurate parameters information for all the IMAP-L systems in order to function properly. It may take a few minutes to send the parameters information to the IMAP-C. The Status bar on the bottom of the main screen will indicate if the parameters information was sent successfully.

Status: Parameters updated at CS.10.3.1.24 - 7/31/01 2:35:07 PM

If the exporting process was not successful, IMAP-L will display a message alerting you of this fact. You should check your Internet connection and call the CSSAMO if you see the message

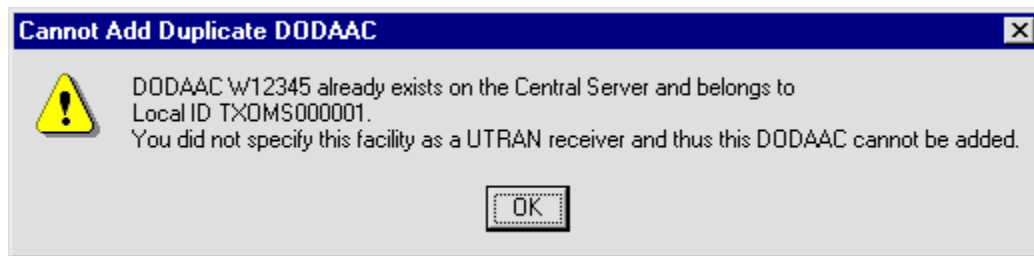
shown to the right.

Click the **Yes** button to run IMAP-L in a disconnected mode. IMAP-L will continue to function, but will not attempt to connect to the IMAP-C. You will need to exit IMAP-L and restart, or click the **Manual** button on the toolbar to retry the connection to the IMAP-C.



Click the **No** button if you want IMAP-L to try to connect to the IMAP-C on a regular basis. Each time IMAP-L cannot connect to the IMAP-C, the message above will appear.

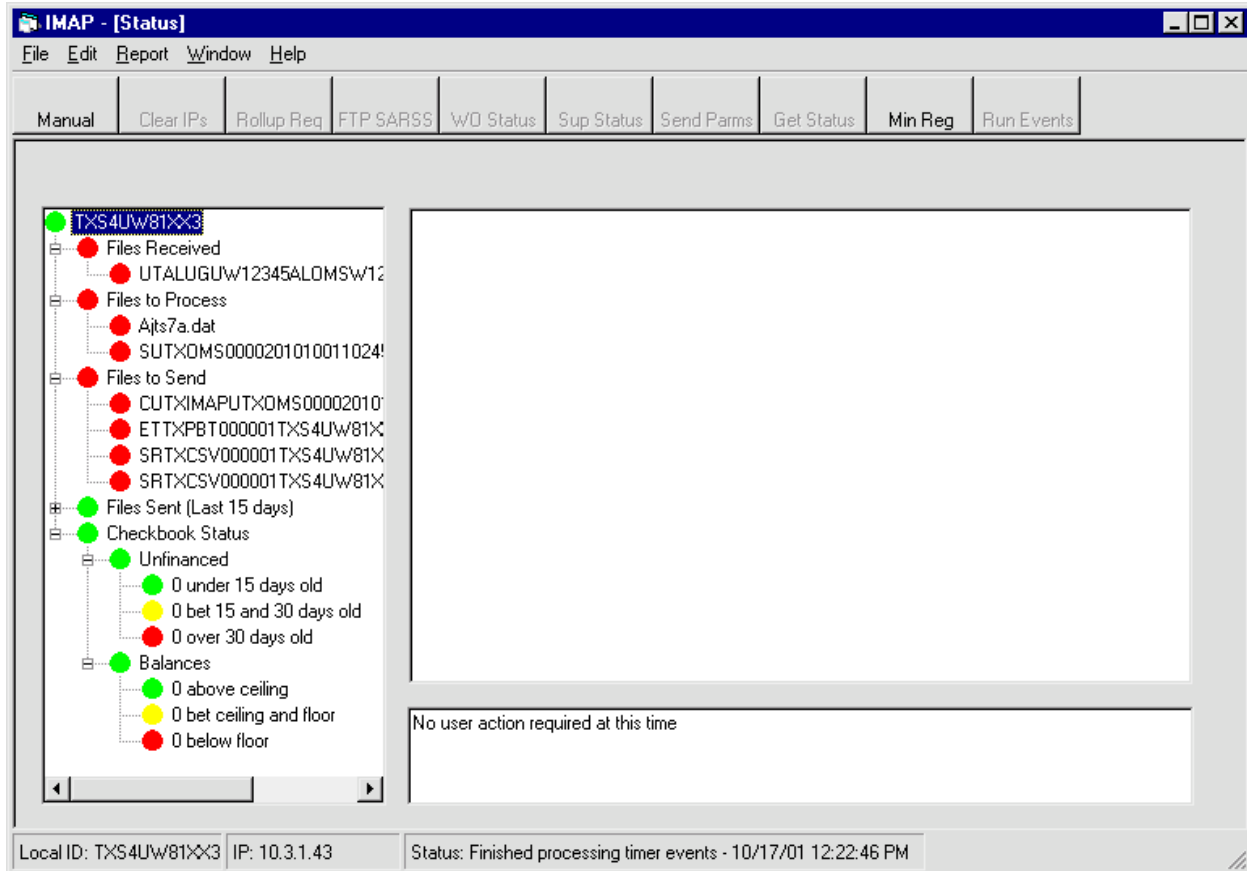
IMAP-L will also check to make sure your DODAACs are unique to your facility. If IMAP-L finds that you are attempting to send a DODAAC that is already listed on the IMAP-C for another facility, a message will appear alerting you of this fact. At this point, you should double-check your DODAAC entries in your parameters. If you do not see a problem with your data, contact your CSSAMO. Your CSSAMO can check the IMAP-C database to solve the problem with the duplicate records.



If you wish to resend your parameters information, click the **Manual** button the Toolbar and then click the **Send Parms** button. IMAP-L will send the parameters information to the IMAP-C. Remember to click the **Manual** button again, to set the Automatic mode for all IMAP-L communication functions.

7.0 The Main Status Screen

The main screen in IMAP-L is called the *Main Status* screen. This screen, shown below, displays the status of functions that are performed by IMAP-L. The status symbols (red, amber, or green circles) are shown for each function, providing you with a snap shot of the status of all the IMAP-L functions.



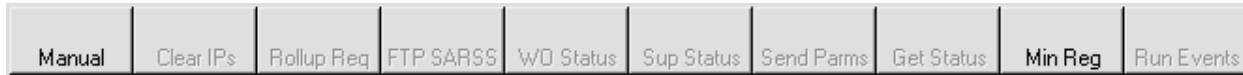
The Menu Bar

Using the options available on the menu bar, you can

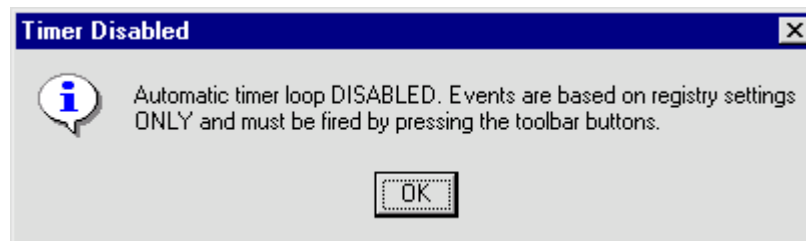
- Import files (e.g., supply requisitions, work orders, and AMSS data),
- Send or Export files,
- Enter 2408-9 information,
- Edit Work Order Requests,
- Edit Checkbook information,
- Enter MILSTRIPs,
- Print MILSTRIP reports, and
- Change your parameter information.

The Toolbar

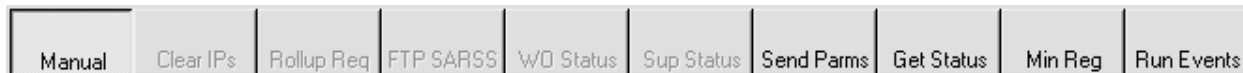
The toolbar (located directly below the menu bar) allows you to perform communication functions.



By default, the toolbar is set to perform functions on a scheduled basis. If you wish to initiate some of the functions manually, click the **Manual** button. When you click the **Manual** button, the message below will appear, and the buttons applicable to your facility will become enabled on the toolbar.



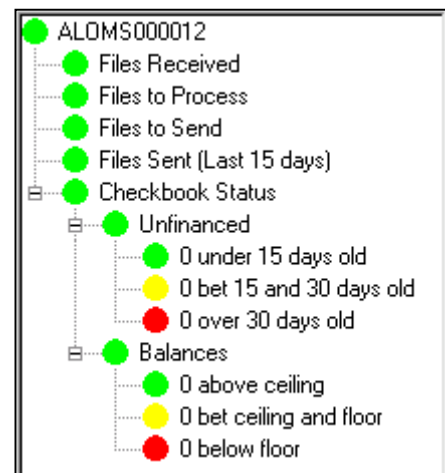
After you click the **Manual** button, the toolbar will change to resemble the one shown below.



- ☞ The **Send Parms** button will send your parameters information to the IMAP-C.
- ☞ The **Get Status** button will search the IMAP-C to see if any Supply or Work Order Status information exists for your facility. If a file exists, IMAP-L will download it onto your computer for you to import.
- ☞ The **Min Reg** button will set the IMAP-L time loop to the minimum settings. This means that IMAP-L will communicate with the IMAP-C more often during the day.
- ☞ The **Run Events** button will perform the **Send Parms** and **Get Status** functions.

The Tree View

The tree view area, on the left side of the *Main Status* screen, displays the status of files and information about your checkbooks. This list, shown to the right, displays the steps that you have performed as well as those that you still need to complete. The status is displayed by the color codes that are associated with each function. Specifically, the color-coded circles indicate the following.



- Green represents that the function was performed successfully and needs no further action.
- Amber represents that the function is waiting to be processed, or items that should be watched.
- Red represents that the function has not been performed and the user needs to address this item; or, it represents checkbook items that require attention.

These statuses will be discussed in more detail throughout this document.

Viewing Tree View Details:

1. Double-click on the desired item on the tree view. (You can also click on the + sign to display the information for that item.)
2. All subordinate items associated with the selected item are displayed.



The + sign will change to a - sign when it is selected. You can click on the - sign to collapse the information again.

Refreshing the Main Screen Information

Since you will receive and send files on a daily, and hourly, basis, it is important that the *Main Status* screen displays the most up-to-date information. IMAP-L will refresh the *Main Status* screen information routinely throughout the day. You can also perform this function manually in two different ways:

- ☞ Choose the **Window** menu option and click **Refresh**, or
- ☞ Press the **F5** key on your keyboard while the IMAP-L *Main Status* screen is on your computer screen.

Importing Files on the Tree View

You can import files by clicking on the desired file on the tree view. IMAP-L will alert you that files were received by color coding the *Files Received* node as red.

1. Double-click on the *Files Received* node on the tree view. (You can also click on the + sign to display the details for that item.)
2. Double-click on any file name and the *Import/Process Files* window will appear.

Please refer to the section within this manual
that describes the type of import process you wish to perform.

Exporting Files on the Tree View

You can export files by clicking on the desired file on the tree view. IMAP-L will alert you that

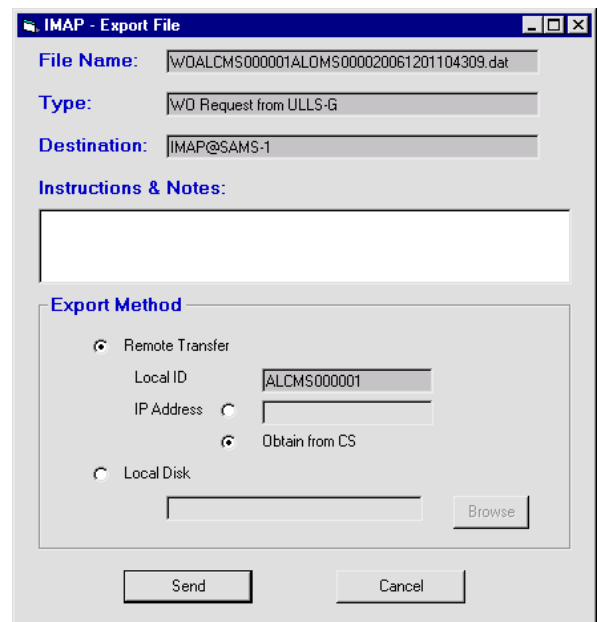
you need to send some files by color coding the *Files to Send* node as red.

1. Double-click on the *Files to Send* node on the tree view. (You can also click on the + sign to display the details for that item.)
2. Double-click on the file name that you wish to send.
3. IMAP-L will display the *Enter Export Type* screen for you to select which type of file to export. This screen is shown to the right.
4. Choose the type of file that you wish to export by clicking on the drop down box at the top of the screen. From the list, choose the export you wish to perform. Then, click the **OK** button.



NOTE: The *Files to Export* box will display all the files for the specific export type selected. You do not need to select a file in this window. IMAP-L will export all the files for the export type selected.

5. The *Export Files* screen will appear displaying a file name that corresponds to the type of export you selected on the previous screen. This window displays the file name that will be exported, along with the type of file and the destination location.
6. To export the selected file, review the *Export Method* information. IMAP-L will send this file to the *Local ID* listed. If you know the *IP Address* for this location, click the radio button (O) next to the *IP Address* box, and manually enter the *IP Address*. Remember to include the 'dots'.
7. If you do not know the *IP Address* for the *LocalID*, the *Obtain from CS* option will query the IMAP-C to get the *IP Address*.
8. When you are ready to send the file, click the **Send** button. IMAP-L will attempt to transfer the file to the remote location. The result of this attempt will appear in the *Instructions & Notes* box in the middle of the screen.
9. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.



NOTE: If you have multiple files of the same type to export, IMAP-L will export them all one after the other. You may notice that the Export File window doesn't disappear after you export. It may be that IMAP-L is preparing to export a completely different file.

Status Bar

The Status Bar, located at the bottom of the screen, displays information for your current IMAP-L session. You'll see your IMAP-L Local ID, IP Address, and the current status of the IMAP-L communication information.

Local ID: ALOMS000012	IP: 10.3.1.43	Status: Automatic timer loop DISABLED. - 6/11/01 11:37:57 AM
-----------------------	---------------	--

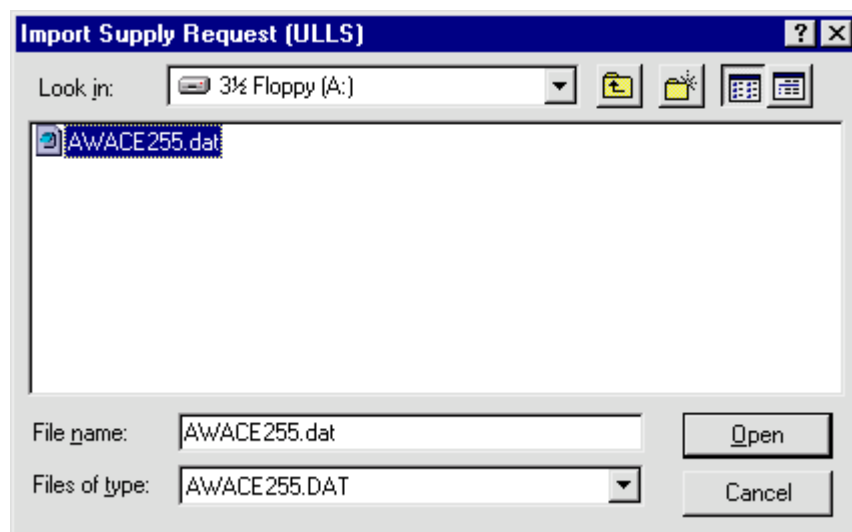
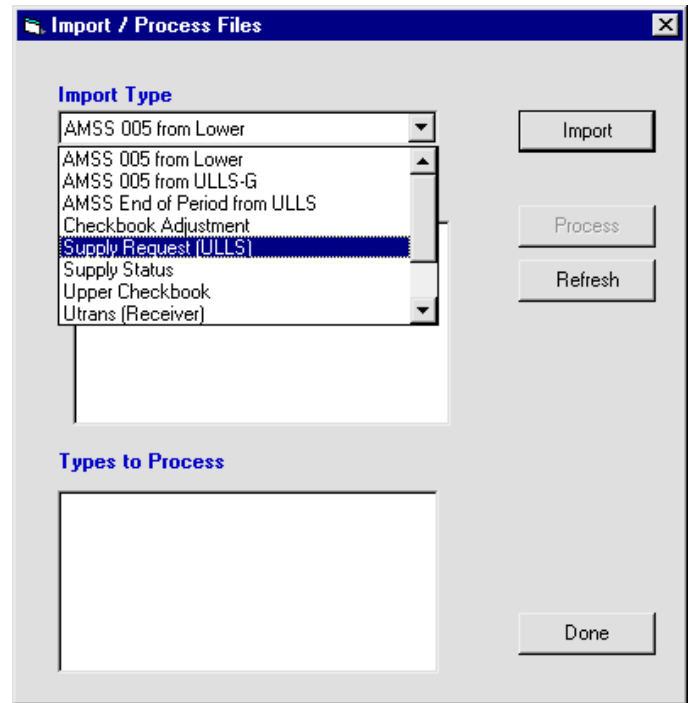
8.0 Supply Requisitions and Checkbooks

IMAP-L can import supply requisitions from ULLS, SPBS-R, and SAMS for submission into SARSS. During the supply requisition process, IMAP-L imports the data from the requisition file, validates the data, allows the user to identify which requisitions to fund, modifies the checkbook information based on the requisitions that are funded, creates a requisition file for SARSS, and submits checkbook changes to the IMAP-U.

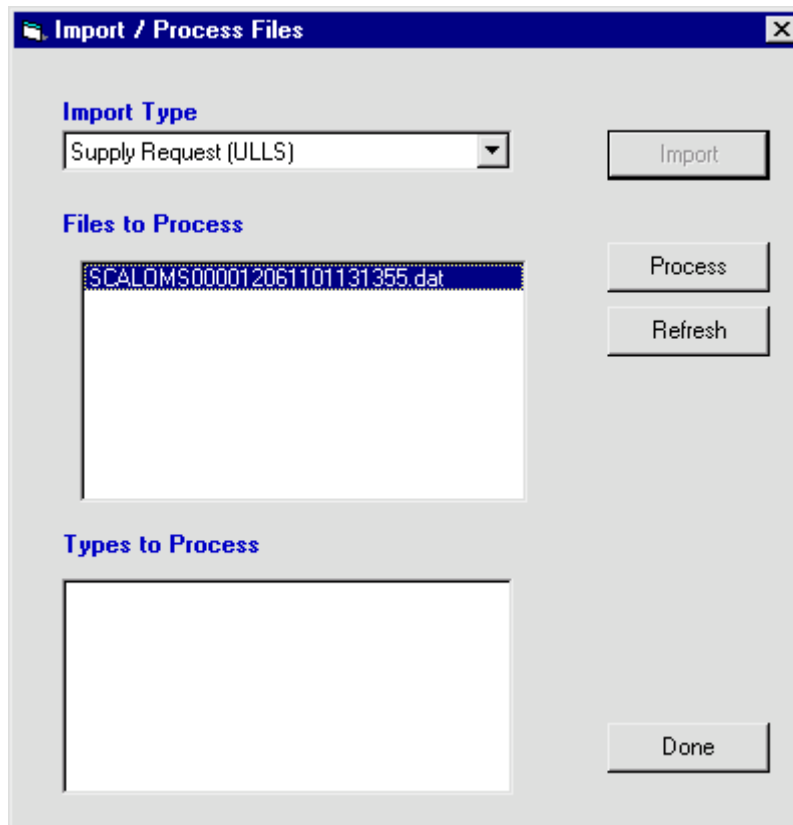
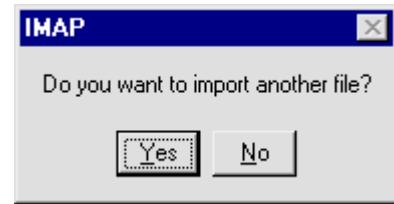
Importing Data

Follow the steps below to import supply requisition data. For illustration purposes, these instructions will describe the supply import processes for ULLS-G. The other supply requisition import processes will function in a similar manner.

1. Select **File** at the main menu and select **Import/Process**. The *Import/Process Files* screen will appear, as shown to the right.
2. Select the **Supply Request** option from the *Import Type* drop down list and click on the **Import** button.
3. IMAP-L will prompt you to locate the supply file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the required file, if found. Click on the file and then click the **Open** button.



4. IMAP-L will rename the file in preparation for the processing step. The supply request filename will appear in the *Files to Process* area. This filename will start with 'SC'.
5. After the file is imported, IMAP-L will ask you if you would like to import another file. If you have another supply requisition file to import, click the **Yes** button. Otherwise, click the **No** button.
6. Click on the supply request filename in the *Files to Process* area, as shown in the screen below. Then, click on the **Process** button to validate the file. IMAP-L will validate the supply requisition records in the file selected.



If you wish to exit the import process and continue at a later time, click the **Done** button. IMAP-L will return to the *Main Status* screen.

Validating the Data

When you click the **Process** button, IMAP-L will begin to validate the supply data that you imported. During this process, which may take a few minutes, IMAP-L will check the following items in the supply file.

- DODAAC
- Document Number

- Document Identifier Code (DIC)
- End-Item Code (EIC)
- Project Code
- SMC
- DSU

When the validation process is complete, the *Supply Requisition Errors/Retry Validation* screen will appear displaying any problems that were encountered while importing the data. Some of the problems will require you to modify the entry. Other problems will require no action. The *Supply Requisition Errors/Retry Validation* screen is shown below.

NOTE: If no errors were found, the screen will appear with no errors shown.

Status	DIC	NSN	DODAAC	Date	SN	EIC	SMC	Project Code	DSU
	AQA	259000239535	W81ECK	0306	0501		DA		A
	AQA	533001158816	W81ECK	0306	0508		DA		A
	AQA	472001157361	W81ECK	0306	0509		DA		A
	AQA	291001201771	W81ECK	0306	0516		DA		A
	AQA	291000152203	W31TEE	0306	0517				A
	AQA	533000432214	W81ECK	0306	0518		DA		A
	AQA	433001046339	W81ECK	0306	0519		DA		A
	AQA	291001022818	W81ECK	0306	0520		DA		A

= Error
 = No Checkbook
 = No Checkbook + Error
 = Written to diskette

Error Description / Solution

*** Invalid EIC ***
 Select a valid EIC from the EIC dropdown

Unusable Records

UnUsable								
AF1	5315010758014	EA00002W81ECK02570519R	CM	12	A	257		

The *Validation Errors* window on the top part of the screen shows the errors that need to be fixed before continuing to the checkbook screen. The *Error Description/Solution* window in the middle of the screen displays the error encountered for the selected record in the *Validation Errors* section.

The *Unusable Records* window on the bottom of the screen displays records that cannot be used because the record length was not valid.

Fixing Errors

If IMAP-L found some errors in the supply requisition file, you can remedy those errors using the validation screen.

For most of the errors, IMAP-L provides a drop down menu which will allow you to select a valid entry to fix the error. An example of this drop down menu is shown to the right.

EIC	SM
DA	
EIC	
4MN	
BBD	
BBN	

When you have fixed the errors, click the **Save** button. This button will save the changes you made. After you click the **Save** button, the **Revalidate** button will become available. Click the **Revalidate** button to re-check the errors. If errors still exist, IMAP-L will display them. If you successfully fixed the errors, the records will disappear from the screen.

Add DODAAC Button

If the error description identifies that the DODAAC was not found in your parameters, click the **Add DODAAC** button to enter the Parameters Wizard and add the DODAAC. You will need to enter your *User ID* and *Password* in order to enter the Parameters Wizard.

Please see chapter 6.0 Parameters Wizard
on page 9 for more information.

Print Button

The **Print** button will print a report that contains all the errors that were found in the supply requisition file that you imported.

Done Button

When you are finished fixing all the errors, click the **Done** button to proceed to the *Checkbook* screen. IMAP-L will delete any unusable records that exist and will initiate the FedLog update process.

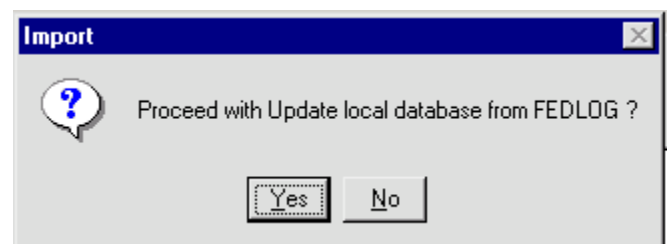
Delete Button

The **Delete** button allows you to remove a selected *Unusable Record* from the system. Select the record that you wish to remove, and click the **Delete** button. IMAP-L will display a message to confirm your action. Click **Yes** to remove the record, or click **No** to keep it.

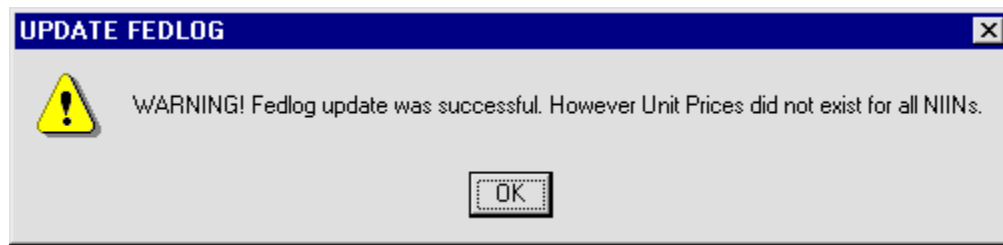
FedLog Unit Price Update

After you fix all the errors in the *Supply Requisition Error/Retry Validation* screen, click the **Done** button and IMAP-L will update the unit prices for all requisitions using FedLog. It is essential that you are connected to the FedLog database in order to update the unit prices for each requisition.

Click the **Yes** button to continue with the FedLog unit price update process. IMAP-L will query the FedLog database for unit prices for the NIINs that were imported. When the process is complete, IMAP-L will display a message that the FedLog update was successful. If any



problems were encountered during the process, IMAP-L will alert you of this fact. The message shown below will appear.



If you click the **No** button to bypass the FedLog unit price update process, IMAP-L returns to the *Main Status* screen. The next time you enter the Checkbook screen, the FedLog process will run.

Funding Requisitions

After the FedLog update process is complete, the *Checkbook* screen will appear. This screen is shown on the following page.

Checkbook Management

All DODAACs

- W8045T
- W8045U
- W8069R
- W81ECK
- W81MAX
- W81XGC
- W81XGE
- W9074J
- W90Y50

Organizational Checkbook

DODAAC :

All DODAACs

ORGANIZATION NAME :

SMC GROUP :

SMC :

Year to Date

FY01 Obligated: \$0.00

Fund Available: \$65,000.00

Current Session

Current Obligation: \$0.00

Unfunded Value: \$0.00

Balance available: \$10,000.00

Note: Single-click to change nodes

DODAAC	FY Obligated	Funds Available	Unfunded Value
W8045T	\$0.00	\$5,000.00	\$0.00
W8045U	\$0.00	\$5,000.00	\$0.00
W8069R	\$0.00	\$10,000.00	\$0.00
W81ECK	\$0.00	\$10,000.00	\$0.00
W81MAX	\$0.00	\$5,000.00	\$0.00
W81XGC	\$0.00	\$5,000.00	\$0.00
W81XGE	\$0.00	\$5,000.00	\$0.00
W9074J	\$0.00	\$10,000.00	\$0.00
W90Y50	\$0.00	\$10,000.00	\$0.00

Done

The Checkbook Screen

The checkbook tree view will display all the available DODAAC checkbooks. Double-click on the DODAAC to display the checkbooks for that DODAAC. (You can also click on the + sign to display the checkbooks for that DODAAC.) Different checkbooks will be displayed for different SMC Groups.



If you do not see a checkbook for your DODAAC, contact your IMAP-U POC immediately.

The *Organizational Checkbook* area displays information pertaining to the currently selected checkbook. This area, shown to the right, displays the *DODAAC*, *Organization Name*, *SMC Group*, and *SMC* codes for the currently selected checkbook.

Organizational Checkbook

DODAAC :
W8069R

ORGANIZATION NAME :
HHC 1/131 AVN

SMC GROUP :
TRUCKS

SMC :
DA, DC, DF, DJ, DK, DN, DP

The *Year to Date* area displays the FY obligated and available funds for the currently selected checkbook.

The *Current Session* area displays information for the currently selected checkbook. This includes the total obligation dollars for all funded requisitions, the total unfunded value for all requisitions, and the balance remaining in the checkbook.

The data grid on the bottom of the screen displays the requisitions that were imported for the currently selected checkbook. The status circle will be color-coded based on the funded status of the requisition. The available color codes are displayed and defined on the bottom of the screen. By default, all newly imported supply requisitions are unfunded.

Changing the Funded Status of a Requisition

To change the funded status of a requisition, select the record you wish to fund, with your left mouse button, and then click once with your right mouse button. A pop-up menu will appear allowing you to change the funding status of the selected requisition. The pop-up menu is shown in the screen below.

Status	NIIN	Nomen	Document #	UI	QTY	PD	RDD	SCMC	SMC	MRC	MATCAT	AAC	UP	Total
	001456277		W81CTD02780001	EA	00001	14	030		DB				\$0.00	\$0.00
			W81CTD02780002	EA	00002	14	030		DB				\$0.00	\$0.00
			W81CTD02780003	EA	00001	14	030		DB				\$0.00	\$0.00
			W81CTD90970001	EA	00001	14			DB				\$0.00	\$0.00

☒ = Funded
 ☐ = Unfunded
 ☐ = Recommend
 ☐ = Cancel
 ☐ = Walk Through

Print Summary Done

The pop-up menu provides you with four options: Fund, Unfund, Cancel, and Walk Through.

- Select **Fund** if you wish to fund the requisition. The *Current Obligation* amount will increase and display the total of all funded requisitions. The *Balance Available* amount will decrease by the total price of the funded requisitions.
- Select **Unfund** if you wish to unfund the requisition. The *Unfunded Value* amount will display the total of all unfunded requisitions. NOTE: By default, all newly imported requisitions are unfunded.
- Select **Cancel** if you wish to cancel the requisition back to ULLS-G or SAMS.
- Select **Walk Through** if you wish to fund a requisition that has already been entered and issued at the SARSS-1.

When you are finished reviewing and funding requisitions, click the **Done** button.

If you have items that were identified as Walk Through items, IMAP-L will notify you that the Walk Through items will be printed. Click the **OK** button to print the Walk Through report.





You will no longer perform a Walk Through on the ULLS-G. Instead, you should process a normal A0A and then identify the A0A requisition as a Walk Through on the IMAP-L checkbook.

Sending the Checkbook and Requisition Information

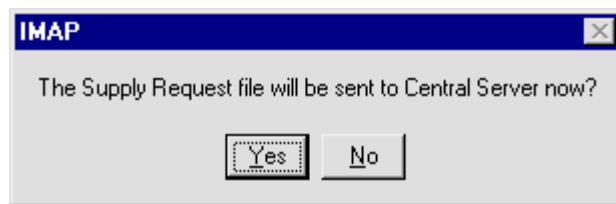
The updated checkbook information needs to be sent to different locations: IMAP-U and IMAP-C, for submission to SARSS. After you are finished in the checkbook screen, IMAP-L will attempt to connect to the IMAP-U in order to send your new checkbook balances and the unfunded requisitions. IMAP-L will also send the funded requisitions to the IMAP-C and will create files for unfunded and cancelled requisitions for import into your STAMIS (e.g., ULLS, SAMS, SPBS-R).

After you click the **Done** button on the Checkbook screen, IMAP-L will review the requisition data and create files, as necessary, for export. Depending on the actions that you performed in the Checkbook, you may need to export one or many files.

Immediately after you click the **Done** button, IMAP-L will attempt to connect to the IMAP-U. If IMAP-L cannot reach the IMAP-U, a message will appear (as shown to the right).



Click **OK** on the message box and IMAP-L will display another message asking if you wish to send the Supply Request file to the IMAP-C. This message is shown below.



Click the **Yes** button, and IMAP-L will create all the export files and will display the *Export Files* screen.

Click the **No** button and IMAP-L will create the files but will not export them. IMAP-L will return to the *Main Screen* and you will need to export the files at a later time. The files will appear under the *Files to Send* node on the tree view.



When the *Export Files* screen appears, you should make note of the *File Name*. This name will change as different files are exported to different locations. Some files will be sent via FTP to other IMAP-L modules or to the IMAP-C. Other files will be sent to a local disk so that you can import them into the STAMIS.

The screen shown below displays the export file for the SARSS-1 that will be sent to the IMAP-C. This file name begins with 'SR'. Click on the *IP Address* option and the IP address that you entered in the Parameters Wizard will appear. Then, click the **Send** button to send the file to the IMAP-C.

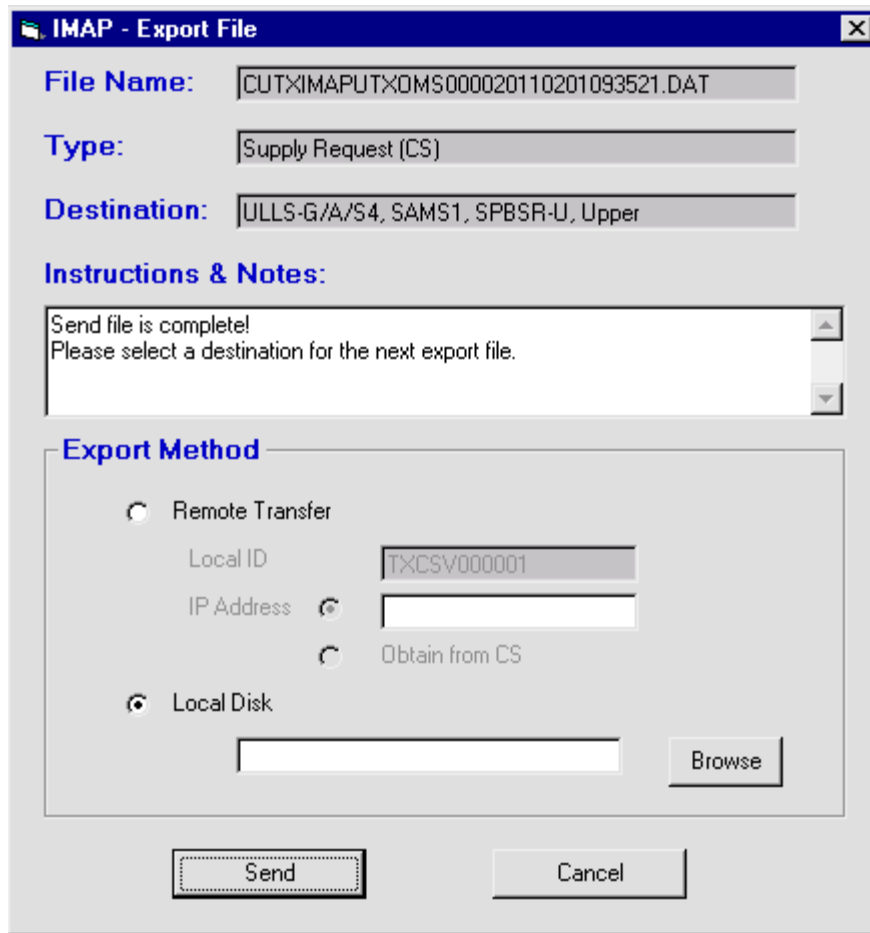
The screenshot shows a dialog box titled "IMAP - Export File". It contains the following fields and options:

- File Name:** SRTXCSV000001TXQMS0000201102010933022.DAT
- Type:** Supply Request (CS)
- Destination:** CS
- Instructions & Notes:** A large empty text area with scrollbars.
- Export Method:**
 - ☒ Remote Transfer
 - Local ID:** TXCSV000001
 - ☒ IP Address: 10.3.1.24
 - ☐ Obtain from CS
 - ☐ Local Disk
 - [Empty text field]
 - Browse** button

At the bottom of the dialog are two buttons: **Send** and **Cancel**.

The results of the send process will appear in the *Instructions & Notes* section of the *Export File* screen. If another file needs to be exported, the **Send** button will be displayed. If all files were exported, the **Send** button will change to a **Done** button. In our example, we need to export another file, so the screen below shows the next file that will be exported, along with the notes from the previous send.

The next file that may be exported is the Checkbook update file. If your IMAP-L was successful in sending the Checkbook updates, you will not export this file. The Checkbook update file will be saved onto a disk and will begin with the letters 'CU'.



IMAP - Export File

File Name: CUTXIMAPUTXOMS000020110201093521.DAT

Type: Supply Request (CS)

Destination: ULLS-G/A/S4, SAMS1, SPBSR-U, Upper

Instructions & Notes:

Send file is complete!
Please select a destination for the next export file.

Export Method

☐ Remote Transfer

Local ID: TXCSV000001

IP Address: ☐ Obtain from CS

☒ Local Disk

Browse

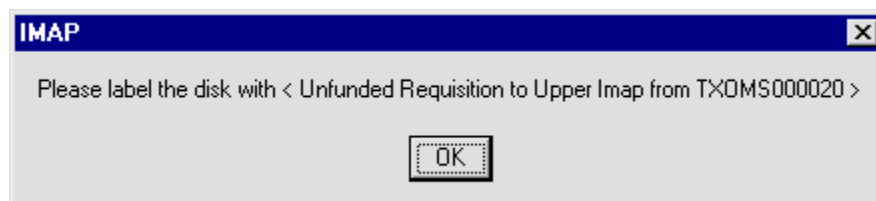
Send **Cancel**

Click on the **Browse** button to select the destination for the Checkbook update file. You should pick a destination that will be the easiest method to send the file to the IMAP-U POC.

- Can you send the file through email? If so, save the file onto your C drive and attach the file to an email message. Don't forget to write down where you saved the file! This will save time later when you want to send the file.
- Do you need to send the file through the mail or hand carry the file to the POC? If so, save the file onto a floppy disk.

After you have identified the destination, click the **Send** button.

IMAP-L will remind you of the data that is being exported and will prompt you to label the file or disk. The message below will appear.



IMAP

Please label the disk with < Unfunded Requisition to Upper Imap from TXOMS000020 >

OK

The results of the send process will appear in the *Instructions & Notes* section of the *Export File* screen. If another file needs to be exported, the **Send** button will be displayed. If all files were exported, the **Send** button will change to a **Done** button. In our example, we need to export another file, so the screen below shows the next file that will be exported, along with the notes from the previous send.

The next file that may be exported is a file that contains the unfunded requisitions and cancelled requisitions. This file is your STAMIS update file. If your checkbook did not contain unfunded requisitions or cancelled items, the STAMIS update file will not be created or exported. This file will be saved onto a disk and will begin with the letters 'SL'.

Click on the **Browse** button to select the destination for the STAMIS update file. You should pick a destination that will be the easiest method to send the file to the STAMIS.

- Can you reach the STAMIS via the LAN? If so, save the file directly onto your LAN. Don't forget to write down where you saved the file! This will save time later when you want to import the file at the STAMIS.
- Do you need to hand carry the file to the STAMIS location? If so, save the file onto a floppy disk.

After you have identified the destination, click the **Send** button.

IMAP-L will remind you of the data that is being exported and will prompt you to label the file or disk. The message below will appear.



If you have unfunded or cancelled items that will need to be sent to different ULLS or SAMS boxes, you will export multiple SL files. These files will be exported one after the other and IMAP-L will notify you, after the file is exported, of which file was created (e.g., disk for ULLS Box A, B or C).

When all files are exported, the **Send** button will change to a **Done** button. Click the **Done** button and IMAP-L will return to the *Main Screen*.

Returning to the Checkbook Screen

If you wish to view the Checkbook information, you can click the **Edit** menu option and choose **Checkbook**. If you have errors that were not fixed the last time you quit the Checkbook, you will see the *Supply Requisition Errors/Retry Validation* screen. Otherwise, IMAP-L will display the *Checkbook* screen.

Reviewing Recommendations

The IMAP-U module is capable of sending funding 'recommendations' to your IMAP-L. When you enter the Checkbook screen, you will see these 'recommendations' with a blue status symbol. These are requisitions that your PM believes you should fund.

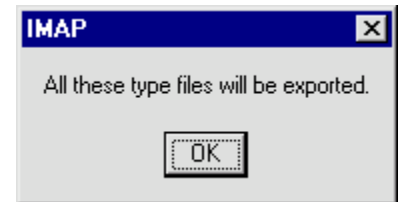
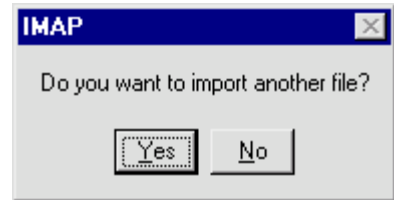
To fund these items, select the requisition using your mouse button and then right click on the item and choose **Fund**.

Importing Supply Status Data

On a daily basis, SARSS will create requisition status files for your facility or unit. Your IMAP-L will check the IMAP-C to see if any files exist for your facility or unit. If files exist, IMAP-L will download them onto your computer and your *Files Received* node will be red. Status files will begin with the letters 'SS'. Follow the steps below to import supply status data.

1. Select **File** at the main menu and select **Import/Process**. The *Import/Process Files* screen will appear.
2. Select the **Supply Status** option from the *Import Type* drop down list and click on the **Import** button.

3. IMAP-L will prompt you to locate the supply status file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the required file, if found. Click on the file and then click the **Open** button.
4. IMAP-L will rename the file in preparation for the processing step. The supply request filename will appear in the *Files to Process* area. This filename will start with 'SU'.
5. After the file is imported, IMAP-L will ask you if you wish to import another file. If you have another supply status file to import, click the **Yes** button. Otherwise, click the **No** button.
6. IMAP-L will export the status file immediately after the import process is complete. Click the **OK** button to export the file to the STAMIS.

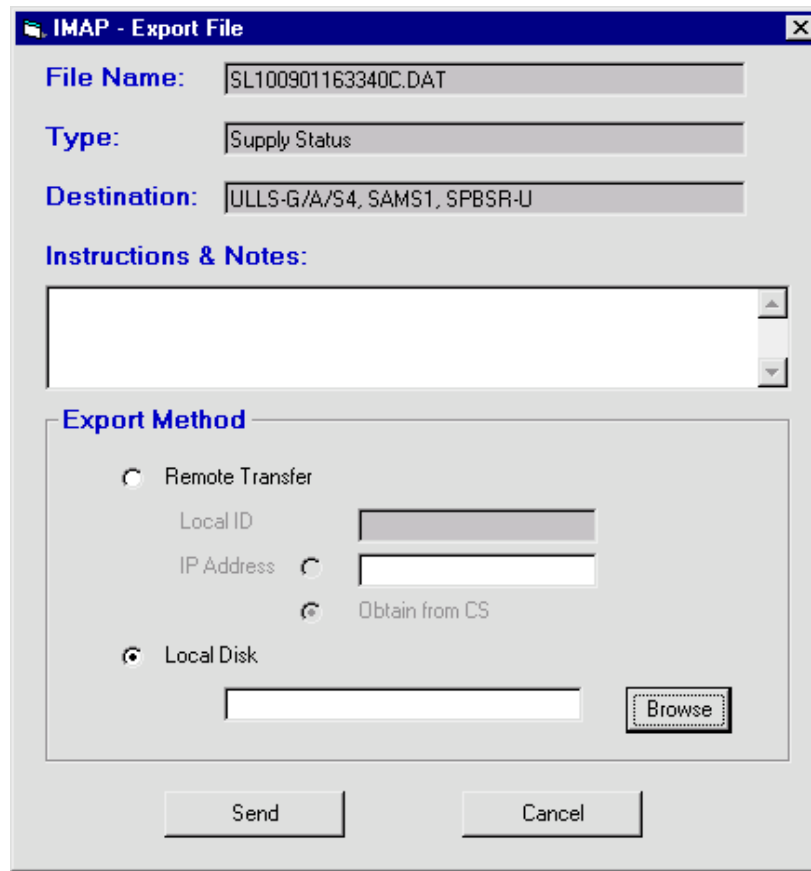


Exporting the Status file

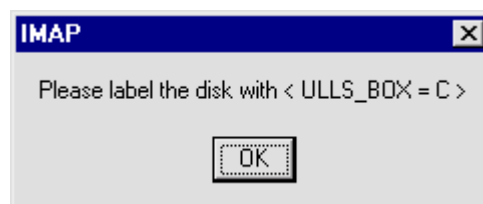
After importing the supply status file, IMAP-L will export the file to disk.

NOTE: The STAMIS export will send the file to your floppy disk drive or to a drive on your computer or LAN.

1. To export the supply status file, review the *Export Method* information, as shown in the screen below. IMAP-L will send the status file to the *Local Disk*.



2. Click the **Browse** button to select the destination for this file.
3. After identifying the destination, click the **Send** button. IMAP-L will attempt to transfer the file to the local disk. The result of this attempt will appear in the *Instructions & Notes* box in the middle of the screen.
4. IMAP-L will check the parameters database during this export process to see how many disks need to be created. If multiple ULLS-G or SAMS-1 boxes exist in your facility, IMAP-L will export multiple files: one for each ULLS-G or SAMS-1 box. IMAP-L will prompt you to label each disk after each export process.



5. Click the **OK** button on the message box to return to the *Export File* screen.
6. If you have another file to export, the *File Name* will change and the **Send** button will be displayed on the screen. Repeat steps 2-5 above for the next export file.

7. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

9.0 Creating MILSTRIP Records

The MILSTRIP utility provides the capability to create non-Class IX A0A, AC1, and AF1 transactions; D6S transactions for direct shipment from the wholesale supply system; and DHA demand history transactions for all impact card and cannibalization repair parts.

A0A, AC1, and AF1 Transactions

The supply requisitions, cancellations, and follow-up transactions are entered into IMAP-L using the *A0A/AF1/AC1 Milstrip* screen. To enter A0A, AC1, or AF1 transactions, follow the steps below.

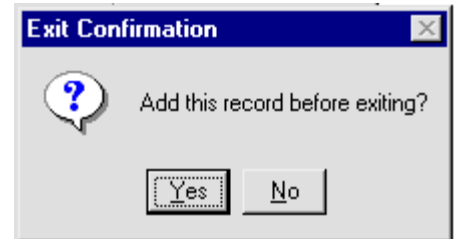
1. Select **Edit** at the main menu, click **Milstrips** and select the **A0A, AC1, AF1...** option.
2. The *A0A/AF1/AC1 Milstrip* screen will appear. By default, IMAP-L identifies the new transaction record as an 'A0A Milstrip'. If you wish to choose another type of MILSTRIP transaction, click the arrow on the drop down box to select another option. The drop down options are shown below.



3. Click the drop down box next to *Document No* to choose the DODAAC for this transaction. The list of valid DODAACs is created using the information entered into your parameters. If you see that a DODAAC is missing, you should update the parameters before continuing.
4. For A0A and AF1 records, IMAP-L will enter the Julian date based on the current computer system date. Since a cancellation record will be recorded for a prior transaction, you will need to enter the correct Julian date for the cancelled requisition. The Julian date is in the format *yddd*, where *y* is the last digit of the calendar year.
5. You will need to enter the series number in the *SN* entry box to complete the document number.
6. Enter information into the remaining fields to complete the MILSTRIP entry.

 A screenshot of the 'A0A / AF1 / AC1 Milstrip' screen. The window title is 'A0A / AF1 / AC1 Milstrip'. Inside, there's a dropdown menu currently set to 'A0A Milstrip'. Below it, there are several input fields: 'Document No *' (with a dropdown arrow), 'Stock Number *', 'Unit of Issue *', 'Quantity *', 'Demand Code *' (with 'R' entered), 'Signal Code', 'Fund Code *' (with a dropdown arrow), 'End Item Code *' (with a dropdown arrow), 'Project Code' (with a dropdown arrow), 'Priority *' (with '14' entered), 'Req Delivery Days', 'Advice Code', 'DSU Code *' (with 'A' entered), and 'Create Date *' (with '283' entered). To the right of these fields are 'Add' and 'Clear' buttons. At the bottom right is a 'Done' button. A yellow rectangular area is at the bottom of the form. A note '* required field' is at the bottom right of the form area.

7. When you are finished entering the information for the record, click the **Add** button. IMAP-L will confirm that you entered valid information and will prompt you if any problems occurred.
8. If you wish to enter another transaction, enter the information into the required field and then click the **Add** button. The **Clear** button will remove the information entered previously, so that you can enter information for a new MILSTRIP.
9. If you are finished entering transactions, click the **Done** button. If information exists on the screen, IMAP-L will display the message shown to the right. Click **Yes** to add the current record, or click **No** to exit the Milstrip screen without adding the current record.
10. The supply validation window will appear displaying any errors that exist. Fix the errors as required and click the **Save** button. To check your fix and reimport the records, click the **Revalidate** button. When all errors are fixed, click the **Done** button to continue to the checkbook screen. (Please see the Validating the Data section on page 26 for more details.)
11. IMAP-L will ask if you would like to update the prices from FedLog. Click the **Yes** button to update the price for the stock numbers that were entered, or click **No** to quit the process.
12. The checkbook window will appear allowing you to fund the newly entered MILSTRIP records. (See page 30 for more information on the Checkbook Screen.)



D6S Transactions

The D6S transactions are entered into IMAP-L using the *D6S Milstrip – Manual* screen. To enter D6S transactions, follow the steps below. If you wish to enter D6S transactions using a barcode reader, refer to the next section.

D6S Milstrip - Manual

Document No. * Julian Date SN

Stock No. *

Unit of Issue *

Quantity *

Suffix Code

Condition Code *

Date Posted *

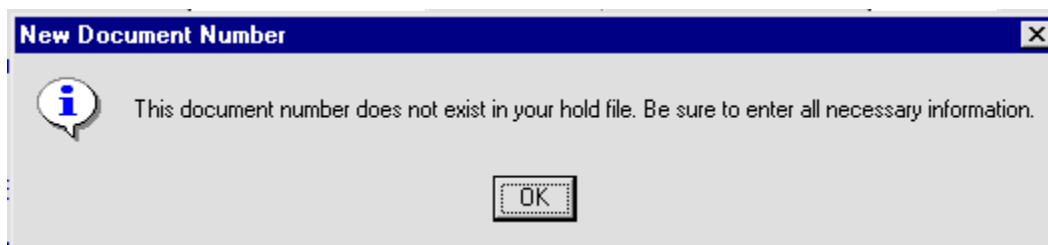
DSU Code * * required field

Add

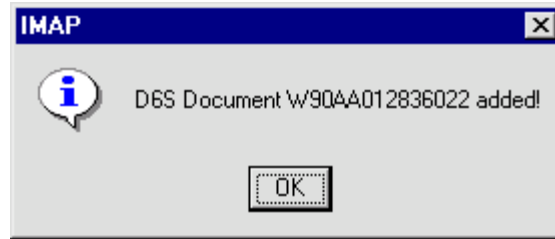
Clear

Done

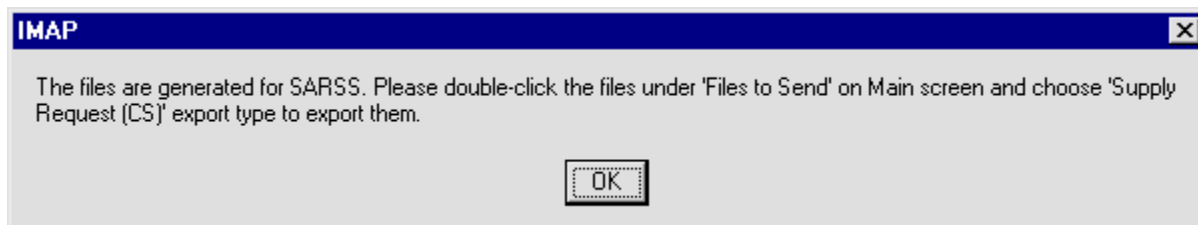
1. Select **Edit** at the main menu, click **Milstrips** and select the **D6S...** option. The window shown above will appear.
2. Enter the *Document No.* information into the entry fields for your D6S entry. If the document number was found in the requisition table, IMAP-L will complete the information in the Milstrip form. If the document number was not found, the message shown below will appear.



3. IMAP-L will enter the *Date Posted* based on the current computer system date.
4. When you are finished entering the information for the record, click the **Add** button. IMAP-L will confirm that you entered valid information and will display message confirming that the record was added to the database.



5. If you wish to enter another transaction, enter the information into the required field and then click the **Add** button. The **Clear** button will remove the information entered previously, so that you can enter a new MILSTRIP entry.
6. If you are finished entering transactions, click the **Done** button. If information exists on the screen, IMAP-L will ask if you wish to add the current record. Click **Yes** to add the current record, or click **No** to exit the Milstrip screen without adding the current record.
7. The supply validation window will appear displaying any errors that exist. Fix the errors as required and click the **Save** button. To check your fix and reimport the records, click the **Revalidate** button. When all errors are fixed, click the **Done** button to continue.
8. The message shown below will appear. Click the **OK** button and IMAP-L will return to the *Main Status* screen.



D6S Barcode Transactions

IMAP-L will also allow you to create an automated D6S using a bar code reader. All the transaction data is for any **Direct Shipped** supply requests you have received from a depot with a DD Form 1348-1A. After you have posted receipt in the appropriate STAMIS, enter the data to create this automated D6S for your SARSS-1 supply source. If the A0A transaction was created in IMAP-L and uploaded to SARSS, a record will be in the database to fill in most of the fields.

The D6S barcode transactions are entered into IMAP-L using the *D6S Milstrip – Bar Code* screen. Follow the steps below to enter a D6S barcode transaction. Make sure that your barcode reader is plugged into your computer and that you have the DD Form 1348-1A ready.

D6S Milstrip - Bar Code

Document Number

Stock Number

Line 3

Unit of Issue

Quantity

Suffix Code

Condition Code

Date Posted

DSU Code

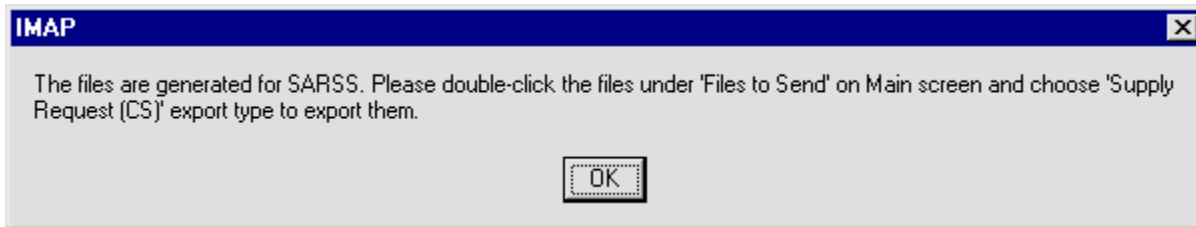
Add

Clear

Done

1. Select **Edit** at the main menu, click **Milstrips** and select the **D6S Barcode...** option. The window shown above will appear.
2. Using your barcode reader, scan the document number on the DD Form 1348-1A.
3. After the document number is scanned, scan the Tab barcode or press the **Tab** key on your keyboard to move to the *Stock Number* field.
4. Scan the Stock Number barcode and the Line 3 information from the form.
5. If you see that some information was not scanned correctly, highlight the information using your mouse, delete the information, and then rescan the information. Make sure that your cursor is positioned in the correct entry field before you scan the information.
6. IMAP-L will enter the *Date Posted* based on the current computer system date.
7. When you are finished entering the information for the record, click the **Add** button (using your mouse). IMAP-L will confirm that you entered valid information and will prompt you if any problems occurred.
8. If you wish to enter another transaction, scan the information from the next form, and then click the **Add** button. The **Clear** button will remove the information entered previously, so that you can enter a new MILSTRIP entry.

9. If you are finished entering transactions, click the **Done** button. If information exists on the screen, IMAP-L will ask if you wish to add the current record. Click **Yes** to add the current record, or click **No** to exit the Milstrip screen without adding the current record.
10. The supply validation window will appear displaying any errors that exist. Fix the errors as required and click the **Save** button. To check your fix and reimport the records, click the **Revalidate** button. When all errors are fixed, click the **Done** button to continue.
11. The message shown below will appear. Click the **OK** button and IMAP-L will return to the *Main Status* screen.



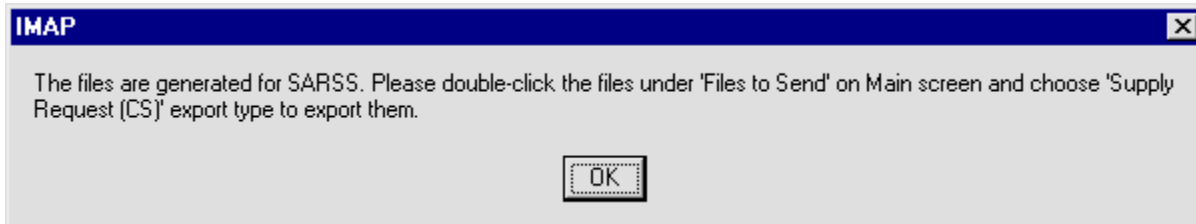
DHA Transactions

The DHA transactions are entered into IMAP-L using the *DHA Milstrip – Demand History Add* screen. Follow the steps below to add a DHA record.

1. Select **Edit** at the main menu, click **Milstrips** and select the **DHA...** option.
2. Enter the information for your DHA record.
3. When you are finished entering the information for the record, click the **Add** button. IMAP-L will confirm that you entered valid information and will prompt you if any problems occurred.
4. If you wish to enter another transaction, enter the information into the required field and then click the **Add** button. The **Clear** button will remove the information entered previously, so that you can enter a new MILSTRIP entry.
5. If you are finished entering transactions, click the **Done** button. If information exists on the screen, IMAP-L will ask if you wish to add the current record. Click **Yes** to add the current record, or click **No** to exit the Milstrip screen without adding the current record.
6. The supply validation window will appear displaying any errors that exist. Click the

Done.

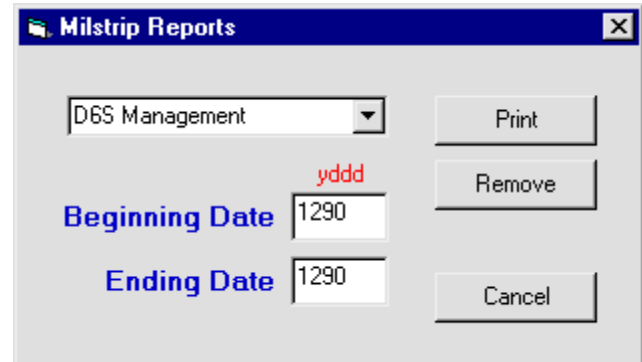
7. The message below will appear. Click the **OK** button and IMAP-L will return to the *Main Status* screen.



MILSTRIP Reports


After entering MILSTRIP records, you can print the entries from IMAP-L. Follow the steps below to print the available MILSTRIP reports.

1. Click the **Reports** menu option and select **Milstrip Reports....**
2. The *Milstrip Reports* window will appear as shown to the right.
3. From the drop down box on the top of the screen, select the type of report you wish to print. The available options are shown below.



4. Enter the *Beginning Date* and *Ending Date* information for the items you wish to print.
5. When you are ready to create the report, click the **Print** button. IMAP-L will display a report preview screen that looks like the one shown below.

DHA Management Report									
Report Range: 1306 to 1306									
DHA Code: GI	Document Number	Stock / Part Number	EIC	UI	From	To	Quantity	Unit Price	Total Price
W90AA01306GI01		4330011903579	BB	EA			11	\$11.00	\$121.00
W90AA01306GI02		6135009857845	BA	EA			22	\$2,233.00	\$49,126.00
W90AA01306GI03		251001189972444	BA	EA			33	\$111.00	\$3,663.00
GI Total:									\$52,910.00
Grand Total:									\$52,910.00

- Click the printer icon on the screen to send the report to the printer.  When you are finished, click the **X** in the upper right corner to close the preview screen.
- Click the **Cancel** button to return to the *Main Status* screen.

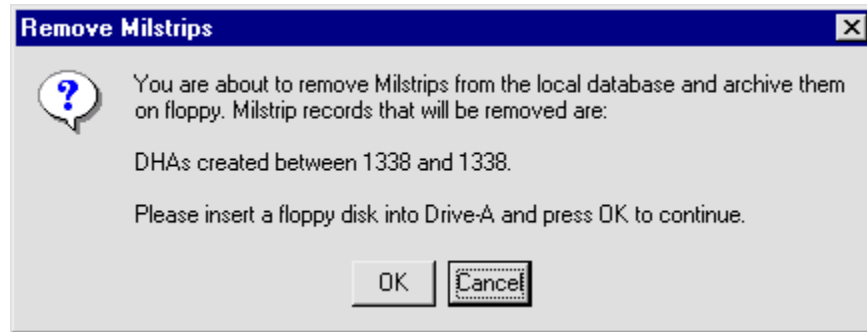
Removing MILSTRIP Records

It may become necessary to remove some MILSTRIP records from the IMAP-L database in order to speed processing. If you wish to remove some records, follow the steps below.

- Click the **Reports** menu option and select **Milstrip Reports....**
- The *Milstrip Reports* window will appear as shown to the right.
- From the drop down box on the top of the screen, select the type of records you wish to remove. The available options are shown below.

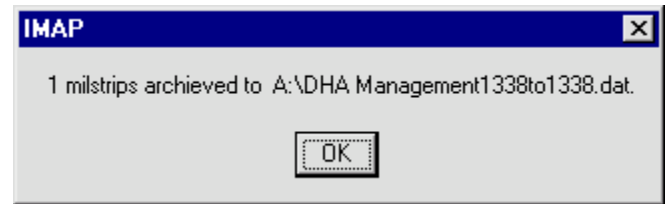
D&S Management
DHA Management
Document Control Register

- Enter the *Beginning Date* and *Ending Date* information for the items you wish to remove. IMAP-L will remove all records that are in between these two dates.
- Click the **Remove** button.
- IMAP-L will display a message box confirming your action. This message will look similar to the one shown below.



7. Place a floppy disk into the A drive and click the **OK** button.

8. IMAP-L will create a file onto the floppy disk that contains the MILSTRIP records. When the process is finished, IMAP-L will display a message similar to the one shown to the right.



9. Click the OK button to return to the *MILSTRIP Reports* screen.

10. If you click the **Cancel** button on the *Remove MILSTRIPS* message box, IMAP-L will return to the *MILSTRIP Reports* screen so that you can change the date information.

11. To exit the *MILSTRIP Reports* screen, click the **Cancel** button. IMAP-L will return to the *Main Status* screen.

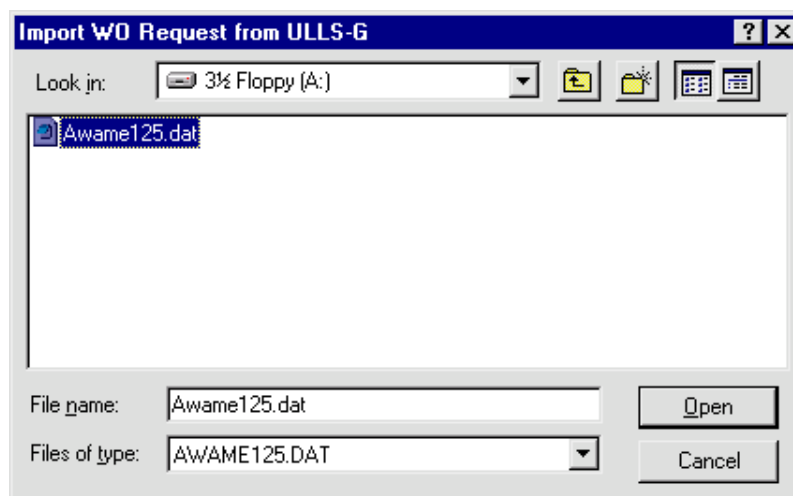
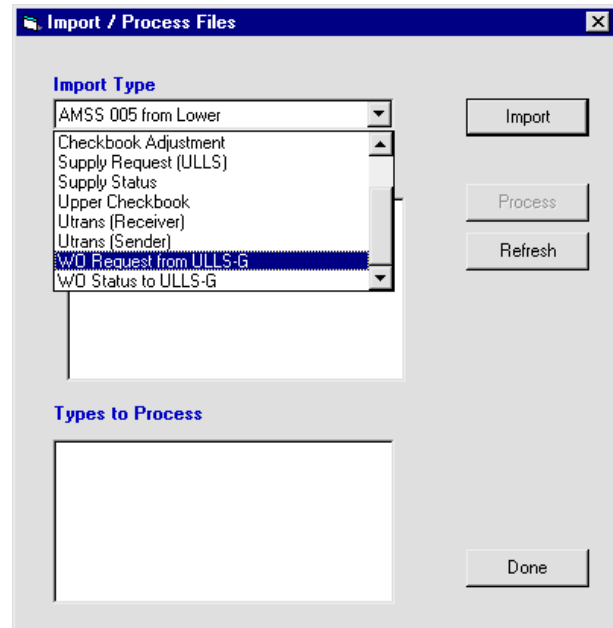
10.0 Maintenance Work Orders

IMAP-L can import maintenance work order information from ULLS for submission to SAMS. During the maintenance work order process, IMAP-L imports the data from the work order file, validates the data, allows the user to enter additional information to send with each work order, and creates a work order file for SAMS.

Importing Data

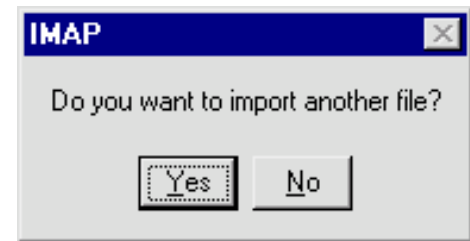
Follow the steps below to import maintenance work order data. This section will describe the import from ULLS-G process. The SAMS import process will function in a similar manner.

1. Select **File** at the main menu and select the **Import/Process** option. The *Import/Process Files* screen will appear as shown to the right.
2. Select the **WO Request** option from the *Import Type* drop down list and click the **Import** button.
3. IMAP-L will prompt you to locate the AWAME125.Dat file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.

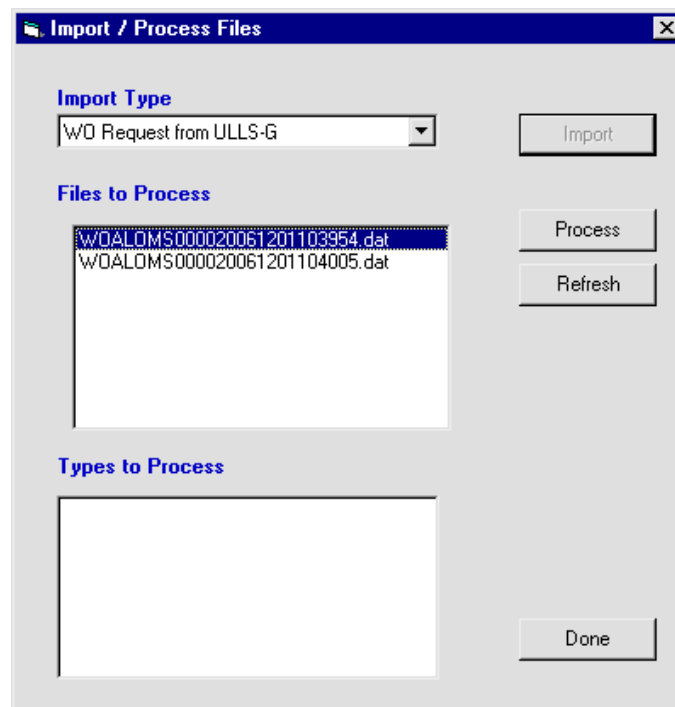


4. IMAP-L will rename the file in preparation for the processing step. The WO filename will appear in the *Files to Process* area and will begin with 'WO'.
5. After the file is renamed, IMAP-L will ask if you would like to import another file.

- If you wish to import another file, insert the next floppy disk before clicking the **Yes** button. Once you click **Yes**, IMAP-L will allow you to select another file to import.
- Click the **No** button if you have no other files of this type to import. IMAP-L will return to the *Import/Process Files* window.



6. Click on the WO filename in the *Files to Process* area. If you imported more than one file, click on either file name. Then, click on the **Process** button to complete the import. IMAP-L will import all WO files and will validate all the WO records.



If you wish to exit the import process and continue at a later time, click the **Done** button. IMAP-L will return to the *Main Status* screen.

Validating the Data

The *IMAP Work Order Errors/Retry Validation* screen allows you to fix any errors that were encountered during the WO import process. During the validation process, IMAP-L will check the following items in the maintenance work order file.

- UIC
- Document Number
- National Stock Number (for correct format)
- SAMS Facility Number

IMAP-L will check the records based on the Document Identifier Code (DIC). IMAP-L will

check the items above for records with DICs of XML. If other DICs exists in the file, those records will not be checked, but they will be sent to SAMS-1.

After IMAP-L is finished checking the WO records, the *IMAP Work Order Errors/Retry Validation* will appear as shown below.

NOTE: If no errors were found, the screen will appear with no errors shown.

Work Order error validation

ORGWON	NSN	SN	Fault	PRI	DLC	Facility
8ASAA1000068	44444444444444	LD1039	WILL NOT OPERATE	08	A	
8ASAA1000074	613000X010621	C176004G15	WILL NOT OPERATE	08	D	
8ASAA1000078	1005000739421	1725048	REAR SITE BACKWA	08	D	
8ASAA1000079	1005000739421		JAMMING	08	D	
8ASAA1000080	1005000739421	288959	JAMMING	08	D	
8ASAA1000081	1005000739421	4628306	JAMMING	08	D	
8ASAA1000082	1005000739421	4634241	JAMMING	08	D	
8ASAA1000083	1005000739421	5646387	JAMMING	08	D	
8ASAA1000085	1005000739421	4629602	GAS TUBE LOOSE	08	D	
*						

Error description\solutions

*** Facility not selected ***
Select the SAMS1 facility that should receive this work order

Unusable records

XMLW8ASAA1A1005000739421	8ASAA1000084	4801695	0000108JAMMING	D	000000	000000	F	*****
--------------------------	--------------	---------	----------------	---	--------	--------	---	-------

Buttons on the right: Add UIC, Revalidate All, Make Unusable, Recover Unusable, Print Unusable, Next.

The *Work Order Error Validation* window on the top part of the screen shows the errors that need to be fixed before continuing. The *Error description\solutions* window in the middle of the screen displays the error encountered for the selected record in the *Work Order Error Validation* section.

The *Unusable Records* window on the bottom of the screen displays records that cannot be used because the record length was not valid.

Fixing Errors

If IMAP-L found some errors in the work order file, you can remedy those errors using the validation screen.

For most of the errors, IMAP-L provides a drop down menu which will allow you to select a valid entry to fix the error. Click in the field and on the arrow button to select a valid entry.

Once you have corrected all the errors, click the **Revalidate All** button. IMAP-L will re-check

each record and will import the corrected records. All the fixed records will be removed from the *Work Order Error Validation* window. When no errors exist, click the **Next** button to continue to the next work order screen.

Add UIC Button

If the error description identifies that the UIC was not found in your parameters, click the **Add UIC** button to enter the Parameters Wizard and add the UIC and its associated information. You will need to enter your *User ID* and *Password* in order to enter the Parameters Wizard.

Please see chapter 6.0 Parameters Wizard
on page 9 for more information.

Revalidate All

After you add the information required to fix the error, click the *Revalidate All* button. IMAP-L will recheck the fixed errors and will import them if the error was fixed correctly.

Make Unusable

If you see a record that you do not wish to import, click the *Make Unusable* button. The selected record will move from the *Work Order Error Validation* portion of the screen into the *Unusable Records* window on the bottom of the screen. These records will be deleted when you click the **Next** button.

Recover Unusable

If you moved a record into the Unusable area, you can move it back by using the **Recover Unusable** button. First, select the record by and then click the **Recover Unusable** button. The selected record will move from the bottom grid into the top one.

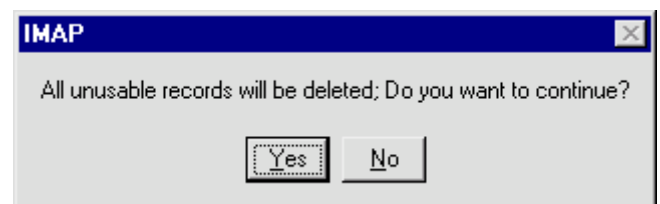
NOTE: This button is not available for records that were imported as unusable records.

Print Unusable

The **Print Unusable** button will produce a report that lists the unusable records on the screen.

Next

The Next button will check to make sure all errors were fixed and then will display the next work order screen. Before continuing to the Edit Work Order Information screen, IMAP-L will verify that all unusable records will be deleted.



If you forgot to print the unusable report and wish to do so, click the **No** button. You will return to the *IMAP Work Order Errors/Retry Validation* screen so that you can print the report. If you wish to continue to the next screen, click the **Yes** button.

Edit Work Orders Information

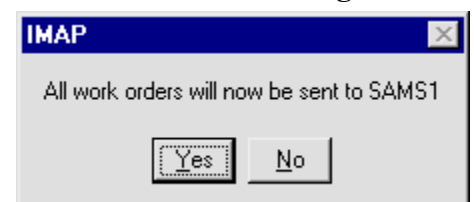
After you review and fix the work order errors, the *Edit Work Order Information* screen will appear. This screen will allow you to add more information to the work order records. This is an optional function. You will not be required to enter the information for all the document numbers that appear on this screen. The *Edit Work Order information* screen is displayed below.

On the left side of the *Edit Work Order Information* screen is a tree view that displays all the organizational work orders that were imported. To enter additional information for each work order, follow the steps below.

1. Click on the record to which you wish to add information. Then, click in the *Noun*, *Model*, *Location*, *Remarks*, and *Other Faults* fields to add the information to the record. NOTE: The *Other Faults* field is limited to 25 characters.
2. If you added an incorrect record in the *Other Faults* area, click on the fault record and click the **Delete** button. IMAP-L will remove this record from the list.
3. When you are finished adding information for one record, click on another record in the tree view.

NOTE: You must click on another ORGWON record in the tree view after adding information for a record. If you enter information and click the Submit button, the information that you entered will not be included in the exported file.

4. When you are finished adding all the information, click the



Submit button to send the information to the SAMS-1 IMAP-L.

Sending the File

After clicking the **Submit** button, IMAP-L will confirm that you wish to send the information. If you want to add some more information before sending the file, click the **No** button. IMAP-L will return to the *Edit Work Order Information* screen. Click the **Yes** button to send the information to SAMS-1.

Then, the *Export File* window will appear as shown to the right.

This window displays the file name that will be exported, along with the type of file and the destination location.

NOTE: Three files are created that contain the work order information. These files begin with 'WO', 'WP', and 'WF'. The WO files contain the work order request information. The WP files contain the additional information that you added, and the WF files contain the fault information that you added for each record. If you did not enter additional information or faults, the WP and WF files will not be created. Even though three files are created, you will only need to perform one export for each SAMS.

1. To export the selected file, review the *Export Method* information. IMAP-L will send this file to the *Local ID* listed. If you know the *IP Address* for this location, click the radio button (O) next to the *IP Address* box, and manually enter the *IP Address*. Remember to include the 'dots'.
2. If you do not know the *IP Address* for the Local ID, the *Obtain from CS* option will query the IMAP-C to get the *IP Address*.
3. When you are ready to send the file, click the **Send** button. IMAP-L will attempt to transfer the file to the remote location. The result of this attempt will appear in the *Instructions & Notes* box in the middle of the screen.
4. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

If the Local ID is not found in the IMAP-C database, IMAP-L will display a message alerting you of this fact.

After you receive this message, you should call the Facility to which you are trying to send the file and obtain their IP



address over the phone.

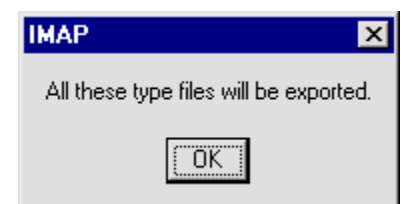
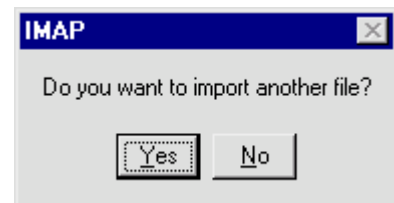
NOTE: If the transfer was not successful, you will need to attempt this export again later.

Please see chapter 7.0 The Main Status Screen
on page 20 for more information about exporting files
using the Main Status screen tree view.

Importing Work Order Status Data

Follow the steps below to import work order status data.

1. Select **File** at the main menu and select **Import/Process**. The *Import/Process Files* screen will appear.
2. Select the **WO Status to ULLS-G** option from the *Import Type* drop down list and click on the **Import** button.
3. IMAP-L will prompt you to locate the work order status file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the required file, if found. Click on the file and then click the **Open** button.
4. IMAP-L will rename the file in preparation for the processing step. The supply request filename will appear in the *Files to Process* area. This filename will start with 'WS'.
5. After the file is imported, IMAP-L will ask you if you wish to import another file. If you have another work order status file to import, click the **Yes** button. Otherwise, click the **No** button.
6. IMAP-L will export the status file immediately after the import process is complete. Click the **OK** button to export the file to the STAMIS.



Exporting the Status file

After importing the work order status file, IMAP-L will export the file to disk.

NOTE: The STAMIS export will send the file to your floppy disk drive or to a drive on your computer or LAN.

1. To export the work order status file, review the *Export Method* information as shown on the *Send Files*. IMAP-L will send the status file to the *Local Disk*.
2. Click the **Browse** button to select the destination for this file.

3. When you are ready to send the file, click the **Send** button. IMAP-L will attempt to transfer the file to the local disk. The result of this attempt will appear in the *Instructions & Notes* box in the middle of the screen.
4. IMAP-L will check the parameters database during this export process to see how many disks need to be created. If multiple ULLS-G boxes exist in your facility, IMAP-L will export multiple files: one for each ULLS-G box. IMAP-L will prompt you to label each disk after each export process.

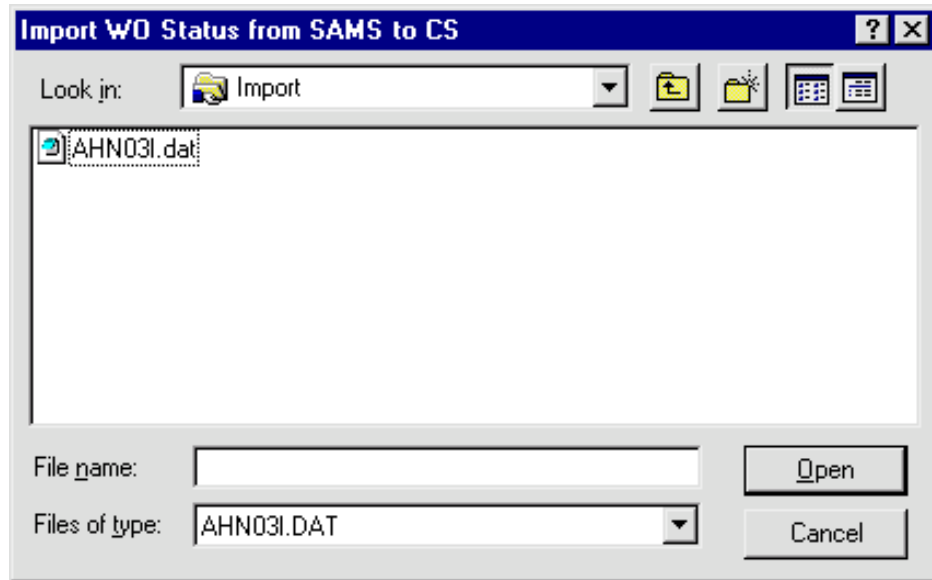


5. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

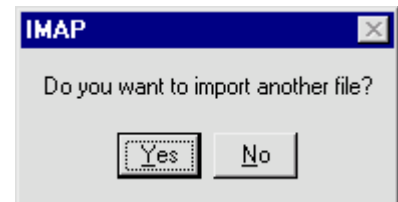
Importing the Open Work Order File

Follow the steps below to import the open work order file.

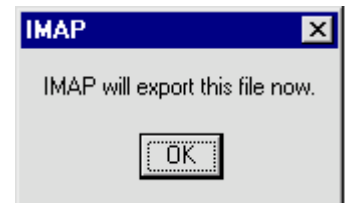
1. Select **File** at the main menu and select **Import/Process**. The *Import/Process Files* screen will appear.
2. Select the **WO Status from SAMS to CS** option from the *Import Type* drop down list and click on the **Import** button.
3. IMAP-L will prompt you to locate the work order status file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the required file, if found. Click on the file and then click the **Open** button.



4. IMAP-L will rename the file in preparation for the processing step and then IMAP-L will ask you if you wish to import another file. If you have another work order status file to import, click the **Yes** button. Otherwise, click the **No** button.



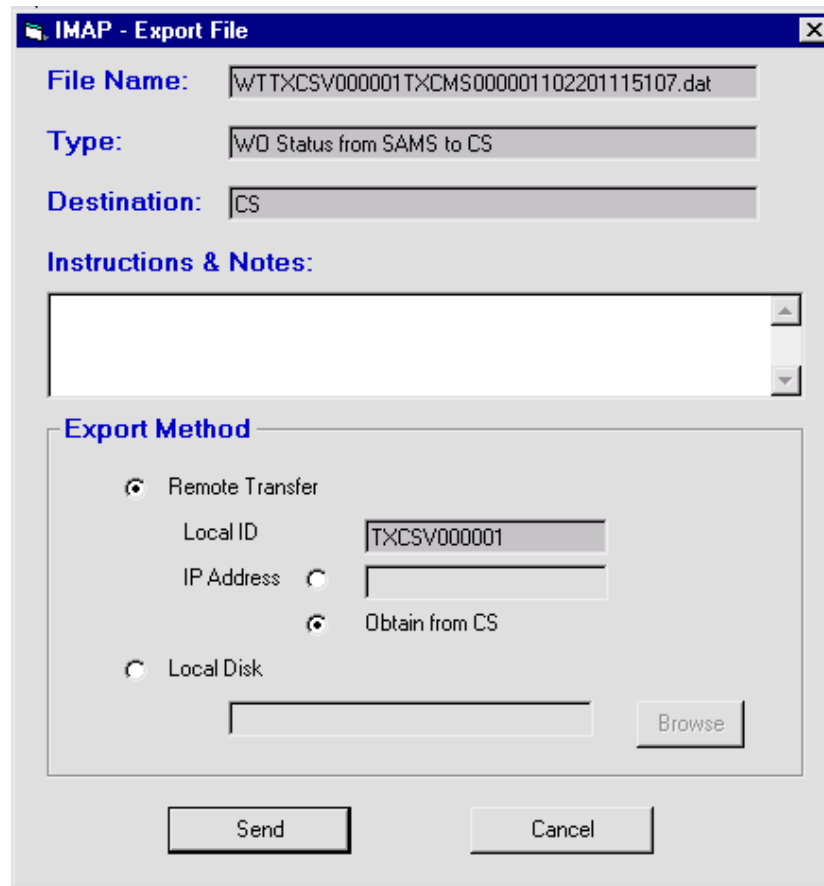
5. IMAP-L will export the status file immediately after the import process is complete. Click the **OK** button to export the file to the STAMIS.



Exporting the Status file

After importing the open work order status file, IMAP-L will transfer the file to the IMAP-C.

1. To export the work order status file, review the *Export Method* information as shown on the *Send Files*. IMAP-L will send the status file to the *Local Disk*.



The dialog box is titled "IMAP - Export File". It contains the following fields and options:

- File Name:** WTTXCSV000001TXCMS000001102201115107.dat
- Type:** WD Status from SAMS to CS
- Destination:** CS
- Instructions & Notes:** (Empty text area)
- Export Method:**
 - ☒ Remote Transfer
 - Local ID:** TXCSV000001
 - IP Address:** ☐ (Empty field) ☒ Obtain from CS
 - ☐ Local Disk
 - (Empty field)
- Buttons:** Send, Cancel

- If you know the IP address of the IMAP-C, click the *IP Address* radio option and enter the address. Otherwise, the *Obtain from CS* option will search the IMAP-C database for the IP address of the IMAP-C. If you are unsure of the IP address, do not change the option.
- When you are ready to export the file, click the **Send** button.
- If the IP address was not found on the IMAP-C database, IMAP-L will notify you. The message box shown below will appear. Click the **OK** button to continue.



- You can now change the *Remote Transfer* option to **IP Address** and enter the address, or click the **Cancel** button to send this file at a later time.
- Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

11.0 AMSS Reporting

There are three AMSS processes within IMAP-L: Send to Higher, Receive from Lower, and End of Reporting Period. All AMSS data is imported from ULLS and exported to ULLS or LOGSA. Only the AMSS processes that pertain to your facility will be available in IMAP-L. This section will describe all AMSS processes.

NOTE: These features are only available starting on the 16th of each month.

Send to Higher

The Send to Higher process imports the AMSS005.dat file from ULLS and prepares the file to submit to the next higher unit. ULLS will produce the AMSS005.dat file onto a floppy disk.



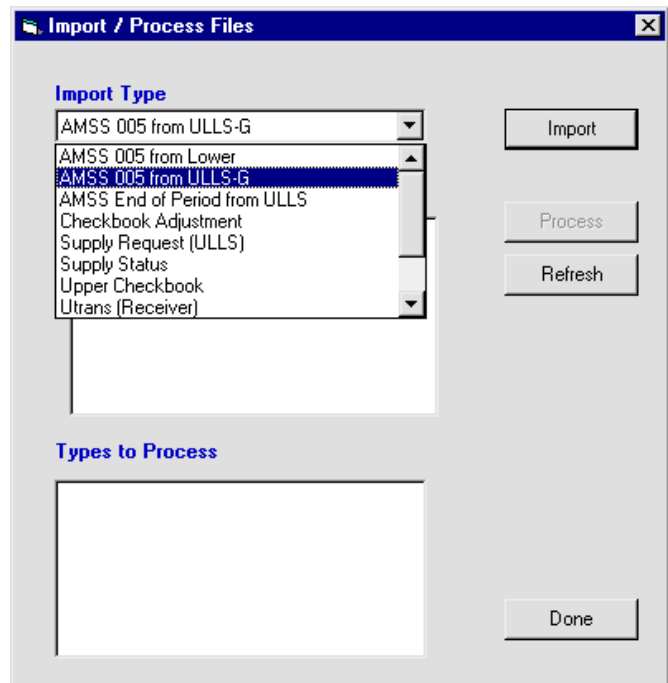
Make sure to create all Send to Higher disks in ULLS before performing this function.

Importing Data

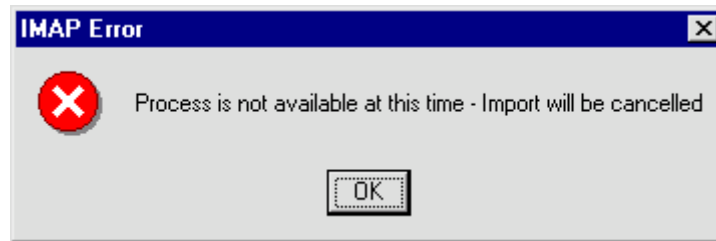
The import *AMSS005 from ULLS-G* process brings in data from the Send to Higher Army Materiel Status System (AMSS) 005 file. This file contains the equipment readiness and usage information and is prepared at the conclusion of the month during the ULLS Send to Higher process. The 005 file is provided to you on disk for each unit.

Follow the steps below to import the ULLS Send to Higher data.

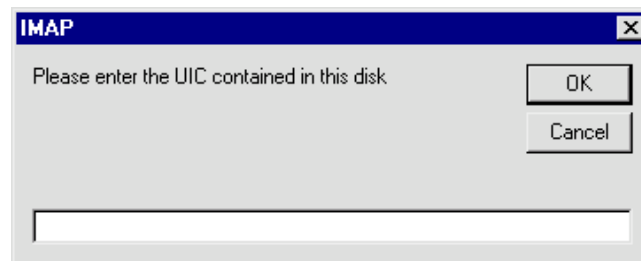
1. Select **File** at the main menu and select **Import/Process** option. The *Import/Process Files* screen will appear, as shown to the right.
2. Select the **AMSS005 from ULLS-G** option from the *Import Type* drop down list and click on the **Import** button.
3. IMAP-L will prompt you to locate the AMSS005.Dat file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.
4. You will only be able to perform this function starting on the 16th of the month. If the current system date is before the 16th, IMAP-L will alert you that you



cannot perform this function. The message below will appear.

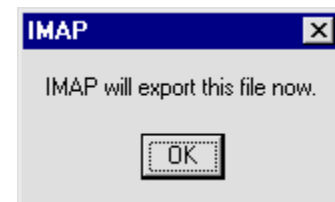


5. If the system date is after the 16th of the month, IMAP-L will continue with the import process and will prompt you to identify the UIC for the 005 file. Enter the UIC in the entry box and click the **OK** button. If the UIC you entered was not found in the parameters, IMAP-L will display a message that you cannot import this file until the



parameters is updated.

6. IMAP-L will rename the file in preparation for sending to higher. After the file is imported, IMAP-L will ask if you wish to import another file.
 - If you wish to import another file, insert the next floppy disk before clicking the **Yes** button. Once you click **Yes**, IMAP-L will allow you to select another file to import.
 - Click the **No** button if you have no other files of this type to import. IMAP-L will return to the *Import/Process Files* window.
7. When IMAP-L imported this file, it renamed the file and copied it into the *Export* directory. The AMSS005 cannot be read by IMAP-L and after it is imported, it is exported to the destination IMAP-L. IMAP-L will display the message shown to the right.
8. Click the **OK** button to start the export process.



Sending the File

Now that you've imported the AMSS005 file from ULLS-G, you will need to send this file to your higher. After you click the **OK** button on the message shown above, IMAP-L will display the *Export Files* window, as shown below.

This window displays the file name that will be exported, along with the type of file and the destination location.

1. To export the selected file, review the *Export Method* information. IMAP-L will send this file to the *Local ID* listed. If you know the *IP Address* for this location, click the radio button (O) next to the *IP Address* box, and manually enter the *IP Address*. Remember to include the 'dots' in the IP Address.
2. If you do not know the *IP Address* for the *Local ID*, the *Obtain from CS* option will query the IMAP-C to get the *IP Address*.
3. When you are ready to send the file, click the **Send** button. IMAP-L will attempt to transfer the file to the remote location. The result of this attempt will appear in the *Instructions & Notes* box in the middle of the screen.
4. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

If the Local ID is not found in the IMAP-C database, IMAP-L will display a message alerting you of this fact.



After you receive this message, you should call the Facility to which you are trying to send the file and obtain their IP address over the phone.

Receive from Lower

The Receive from Lower process imports the AMSS data files from your Lower IMAP-L units and creates the file for ULLS.

Importing Data

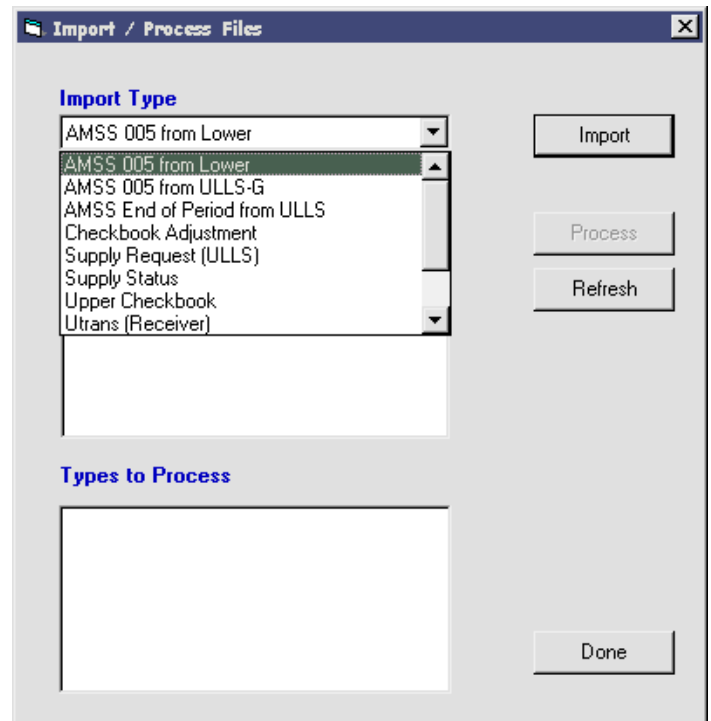
The import *AMSS 005 from Lower* process brings in the Army Materiel Status System (AMSS) 005 file from your Lower units. This file contains the equipment readiness and usage information and is prepared at the conclusion of the month during the ULLS Send to Higher

process.

Follow the steps below to import the AMSS Receive from Lower data.

Perform this Import when you have received all the files from your Lower units. IMAP-L checks to make sure all the files were received from the Lower units when you perform this import.

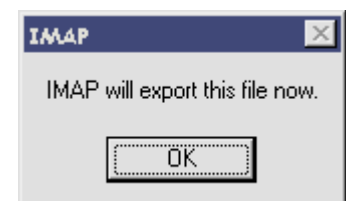
1. Select **File** at the main menu and select **Import/Process** option. The *Import/Process Files* screen will appear, as shown to the right.
2. Select the **AMSS005 from Lower** option from the *Import Type* drop down list and click on the **Import** button.
3. IMAP-L will prompt you to locate the IMAP-L 'AU' file to import. If this file was sent to you using IMAP-L, the file will reside in the *Import* folder. Click on the file to import and then click the **Open** button.



4. You will only be able to perform this function starting on the 16th of the month. If the current system date is before the 16th, IMAP-L will alert you that you cannot perform this function. The message below will appear.

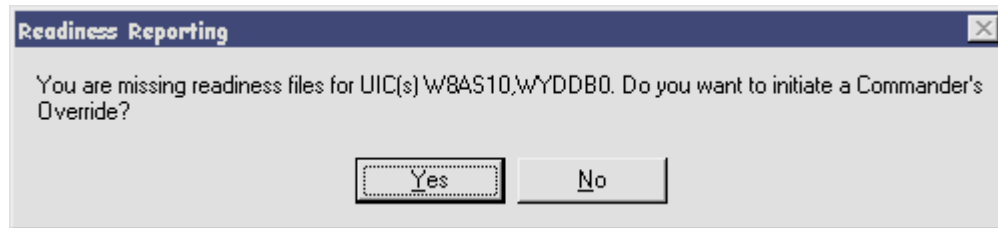


5. If the system date is after the 16th of the month, IMAP-L will continue with the import process and will check to make sure you have received all the readiness files from your Lower units.
6. IMAP-L will import all the readiness files that were found in the location you selected. IMAP-L will then ask if you would like to import another file. Click **Yes** to select another file to import; click **No** if you do not have any other files to import.
7. If all the readiness files were received from your Lower units, IMAP-L will prompt you to export that information to ULLS.

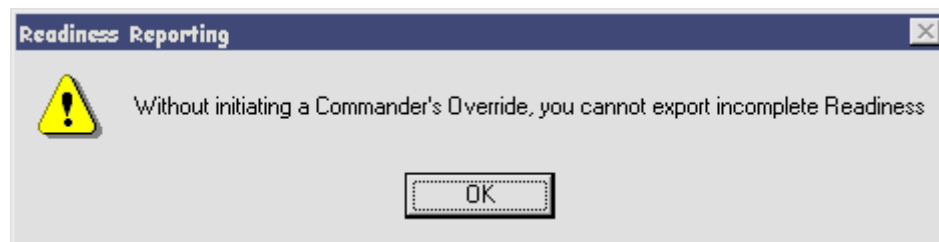


Commander's Over-ride

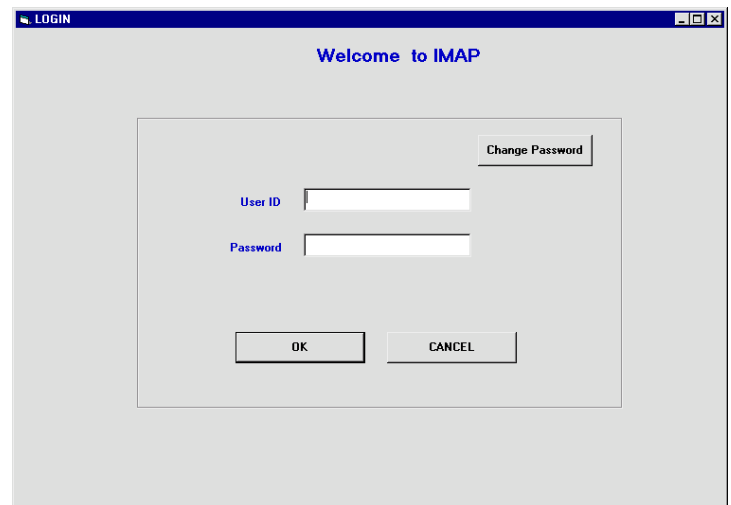
If a readiness file was not received from all your Lower units, IMAP-L will display a message warning you that all the data was not received.



1. Click the **Yes** button if you want to initiate the Commander's Over-ride function which will allow you to export the readiness data to disk. If you wish to wait until the other files arrive, click the **No** button. IMAP-L will notify you that you cannot complete this process. You will need to import all the readiness files once all the files are received.

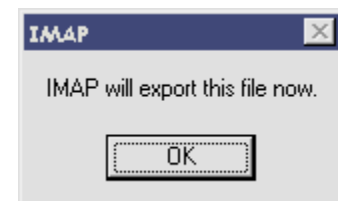


2. If you click the **Yes** button to the Commander's Over-ride question, IMAP-L will require you to enter your *User ID* and *Password*. This information provides an extra level of security for reporting incomplete readiness information. IMAP-L will display the message shown to the right. (This information is the same as was entered during the Parameter setup process.)
3. Click the **OK** button to start the export process.



Sending the File

Now that you've imported the AMSS005 files from your Lower units, you will need to export these files to ULLS. After you click the **OK** button on the message shown to the right, IMAP-L will display the *Export Files* window.



This window displays the file name that will be exported, along with the type of file and the

destination location.

1. To export the selected file, review the *Export Method* information. IMAP-L will send this file to the *Local Disk* for importing into ULLS.
2. Click the **Browse** button to select the destination for this file.
3. When you are ready to export the file, click the **Send** button. If multiple files exist that need to be exported, IMAP-L will ask if you wish to export all the files at the same time. Click the **Yes** button, and IMAP-L will export the files one at a time. After exporting a file, IMAP-L will display a message indicating which UIC was exported. This will help you to label each disk.
4. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.



End of Reporting Period

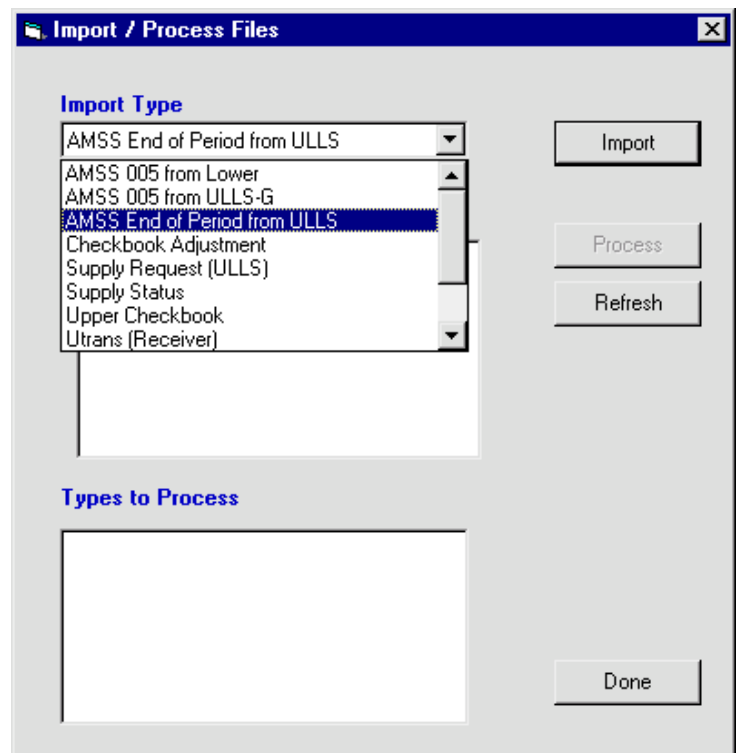
The End of Reporting Period process imports the AMSS 130 file (AWAME130.dat) file from ULLS, checks the data, and sends it to the IMAP-L computer at SAMS-2.

Importing Data

The AMSS End of Period from ULLS process imports data from the End of Month Army Materiel Status System (AMSS) 130 file. This file contains the equipment readiness information and is prepared at the conclusion of the month during the close out process. The 130 file is provided to you on disk for each unit. As the AMSS data are imported into IMAP-L, the system compares the UIC information with the parameters file, and identifies any discrepancies that are found.

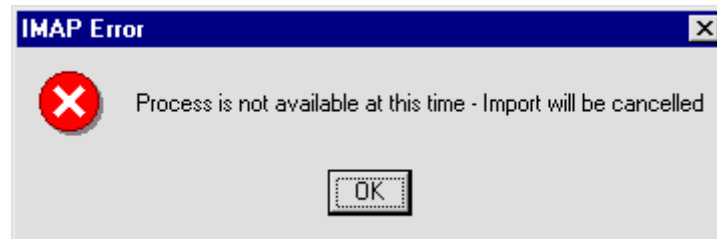
Follow the steps below to import the ULLS End of Reporting Period data.

1. Select **File** at the main menu and select the **Import/Process** option. The *Import/Process Files* screen will appear.
2. Select the **AMSS End of Period from ULLS** option from the *Import Type* drop down list.



Then, click on the **Import** button.

3. IMAP-L will prompt you to locate the AWAME130.Dat file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.
4. You will only be able to perform this function starting on the 16th of the month. If the current system date is before the 16th, IMAP-L will alert you that you cannot perform this function. The message below will appear.



5. IMAP-L will scan the file and rename it based on the UIC in the file. The filename will appear in the *Files to Process* area on the *Import/Process Files* screen.
6. After the file is imported, IMAP-L will ask if you wish to import another file.
 - If you wish to import another file, insert the next floppy disk before clicking the Yes button. Once you click Yes, IMAP-L will allow you to select another file to import.
 - Click the No button if you have no other files of this type to import. IMAP-L will return to the Import/Process Files window.
7. Click on the AR filename in the *Files to Process* area. If you imported more than one file, click on any file name. Then, click on the **Process** button to complete the import. IMAP-L will import all files and will validate all the records.
8. If you wish to exit the import process and continue at a later time, click the **Done** button. IMAP-L will return to the *Main Status* screen.
9. During the import process, the system reads this data, performs accuracy checks, and saves the information.
 - If the file does not contain the correct format, a message will appear alerting you of this fact.
 - If the file does not contain the correct data for the selected reporting month, you will not be able to import the file.
 - If the file does not contain a valid UIC (as defined by your parameters information), you will not be able to import the file.



You cannot fix any of the AMSS errors. This error report is for your information only.

The **Print** button allows you to print the errors on a report.

When you are finished reviewing the errors, click the **Done** button to send the file.

Sending the File

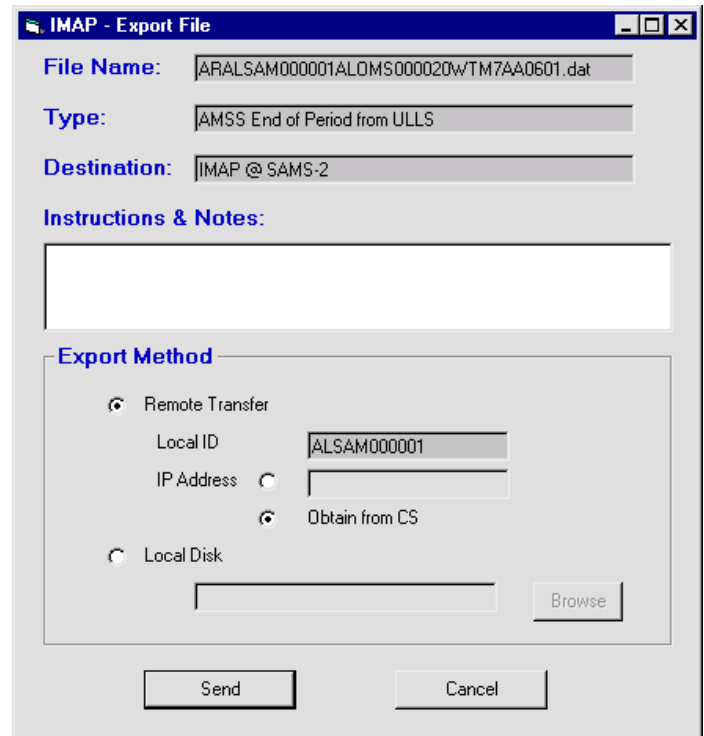
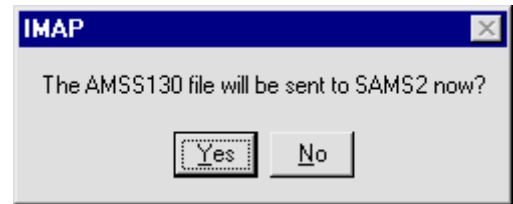
After you click the **Done** button on the *AMSS End of Period Validation* screen, IMAP-L will display a message confirming that you are ready to send the information to SAMS-2.

If you are not ready to send the information, click the **No** button. IMAP-L will return to the *Main Status* screen.

If you are ready to send the information, click the **Yes** button. After you click the **Yes** button on the message shown above, IMAP-L will display the *Export Files* window, as shown below.

This window displays the file name that will be exported, along with the type of file and the destination location.

1. To export the selected file, review the *Export Method* information. IMAP-L will send this file to the *Local ID* listed. If you know the *IP Address* for this location, click the radio button (O) next to the *IP Address* box, and manually enter the *IP Address*. Remember to include the 'dots' in the IP address.
2. If you do not know the *IP Address* for the *Local ID*, the *Obtain from CS* option will query the IMAP-C to get the *IP Address*.
3. When you are ready to send the file, click the **Send** button. IMAP-L will attempt to transfer the file to the remote location. The result of this attempt will appear in the *Instructions & Notes* box in the middle of the screen.
4. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.



If the Local ID is not found in the IMAP-C database, IMAP-L will display a message alerting you of this fact.

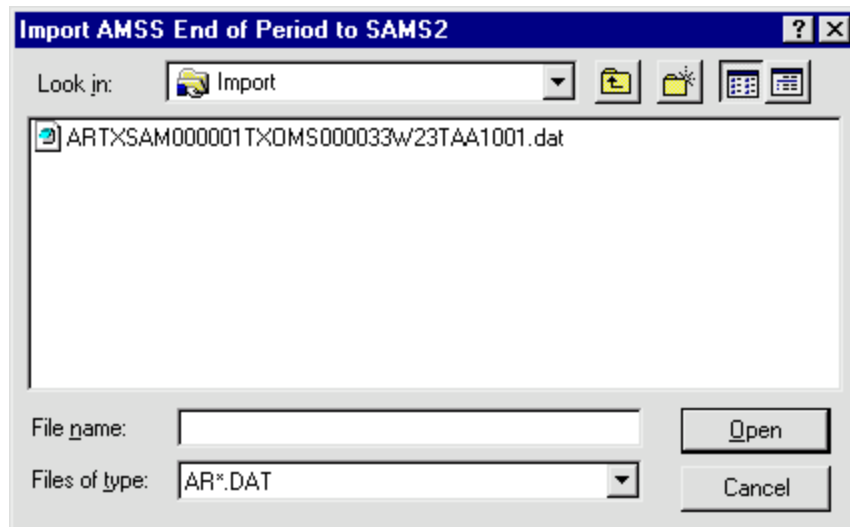
After you receive this message, you should call the Facility to which you are trying to send the file and obtain their IP address over the phone.



Importing Data into the SAMS-2 IMAP-L

Follow the steps below to import the AMSS End of Period file into the IMAP-L at the SAMS-2 location.

1. Select **File** at the main menu and select the **Import/Process** option. The *Import/ Process Files* screen will appear.
2. Select the **AMSS End of Period to SAMS2** option from the *Import Type* drop down list and click the **Import** button.
3. IMAP-L will prompt you to locate the AR*.Dat file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.

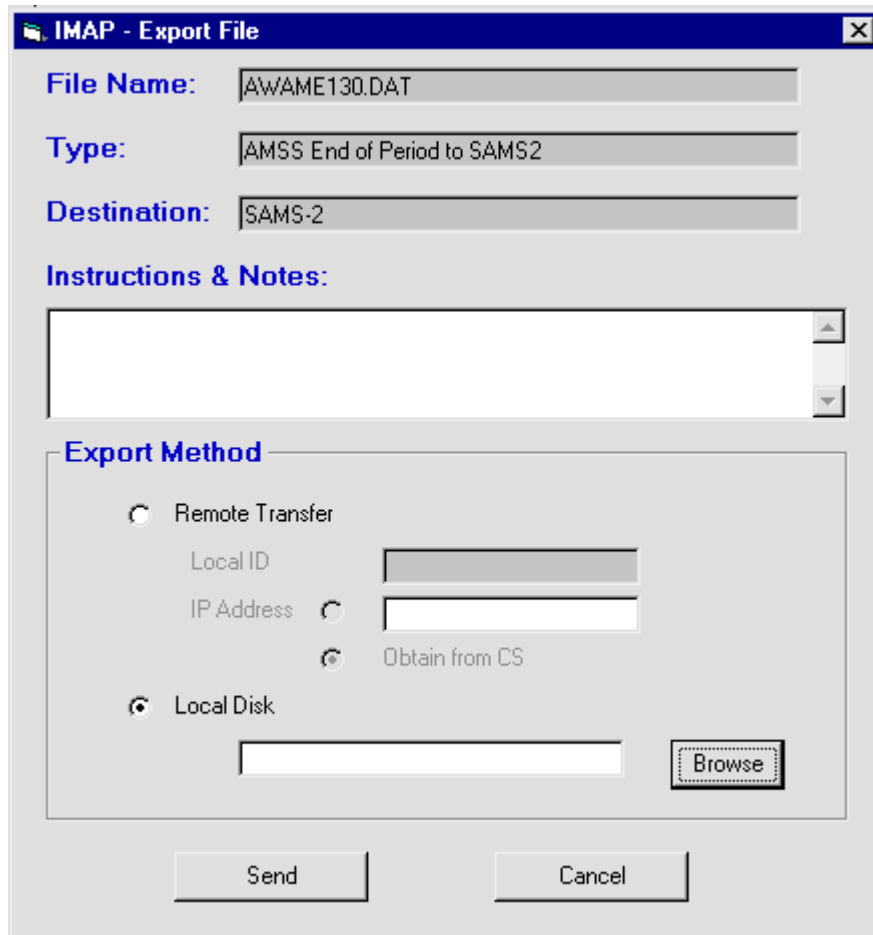


4. If more than one files exists to be imported, IMAP-L will ask if you would like to import all the files at the same time. Click the **Yes** button to import all of the files. Click **No** to import only the first file.
5. IMAP-L will notify you that the file will be exported. Click the **OK** button, and the *Export Files* window will appear.

Exporting the File to SAMS-2

Now that you have imported the AMSS End of Period file, you will need to export the file to the SAMS-2.

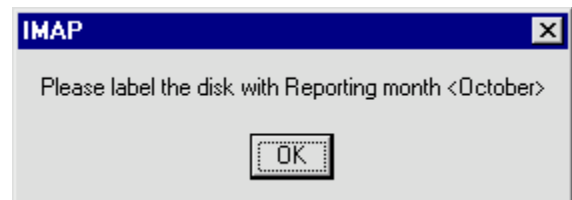
1. To export the selected file, review the *Export Method* information. IMAP-L will send this file to the *Local Disk* for importing into SAMS-2.



The dialog box is titled "IMAP - Export File". It contains the following fields and options:

- File Name:** A text box containing "AWAME130.DAT".
- Type:** A text box containing "AMSS End of Period to SAMS2".
- Destination:** A text box containing "SAMS-2".
- Instructions & Notes:** A large empty text area.
- Export Method:** A section containing three radio buttons:
 - ☐ Remote Transfer: Includes sub-fields for "Local ID" and "IP Address", and a radio button for "Obtain from CS".
 - ☒ Local Disk: Includes a text box for the path and a "Browse" button.
- At the bottom are "Send" and "Cancel" buttons.

2. Click the **Browse** button to select the destination for this file.
3. When you are ready to export the file, click the **Send** button.
4. IMAP-L will remind you to label the disk for the appropriate reporting month, as shown to the right.
5. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.



The dialog box is titled "IMAP". It contains the following text and button:

- Text: "Please label the disk with Reporting month <October>"
- Button: "OK"

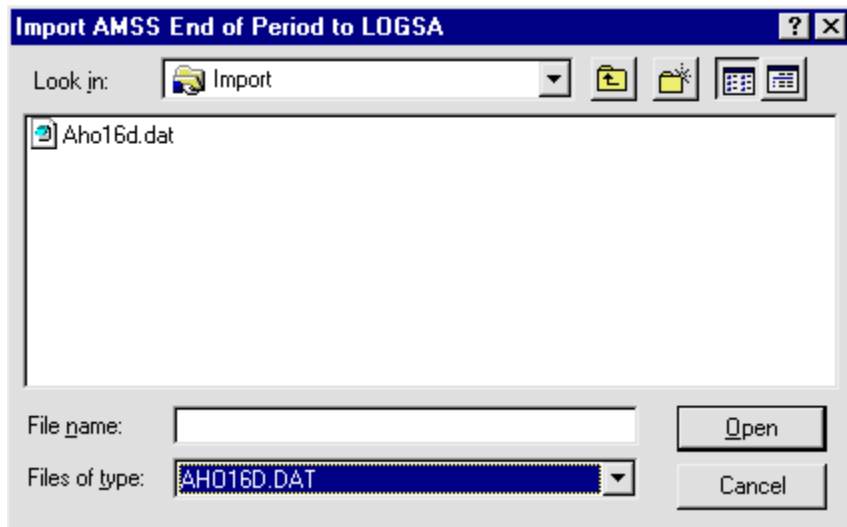
Importing the SAMS-2 End of Period File

Follow the steps below to import the End of Period file from the SAMS-2 and to submit this file to LOGSA.

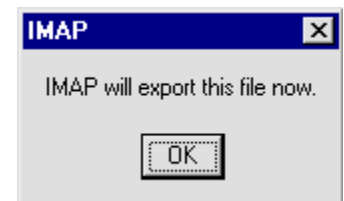
1. Select **File** at the main menu and select the **Import/Process** option. The *Import/ Process*

Files screen will appear.

2. Select the **AMSS End of Period to LOGSA** option from the *Import Type* drop down list and click the **Import** button.
3. IMAP-L will prompt you to locate the AHO16D.Dat file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.



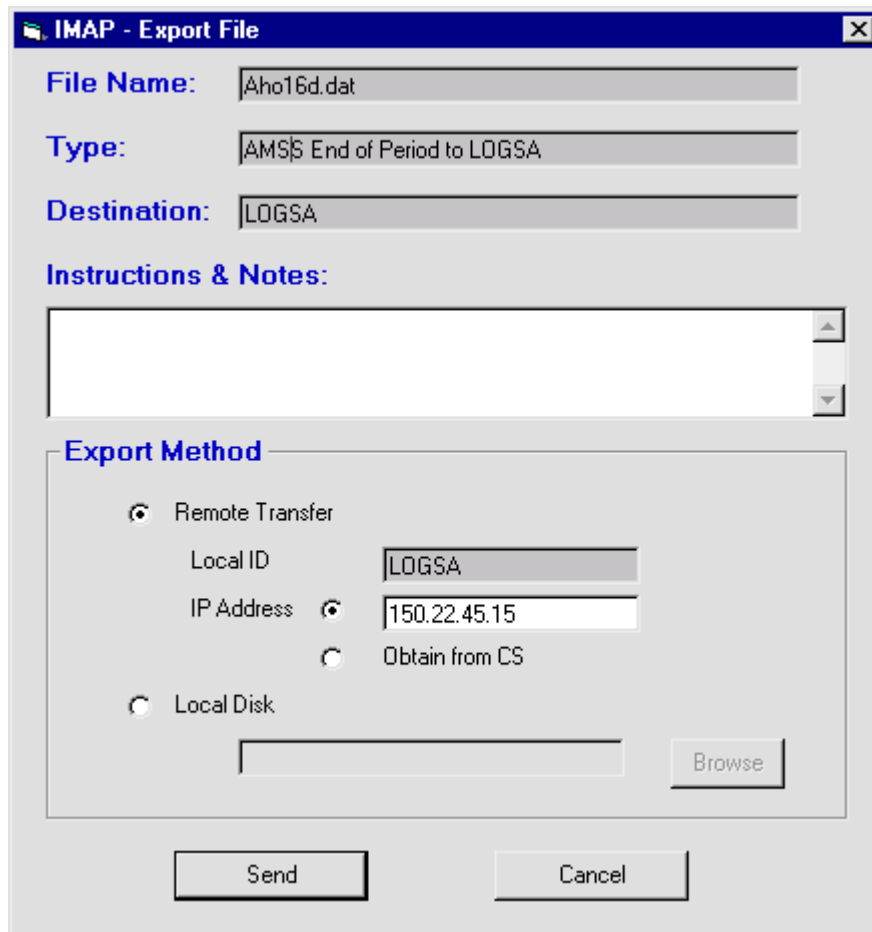
4. IMAP-L will rename the file in preparation for the processing step. After the file is renamed, IMAP-L will ask if you would like to import another file.
 - If you wish to import another file, click the **Yes** button. Once you click **Yes**, IMAP-L will allow you to select another file to import.
 - Click the **No** button if you have no other files of this type to import.
5. After you click the **No** button, IMAP-L will notify you that the file will be sent to LOGSA. Click the **OK** button, and the *Export Files* window will appear.



Sending AMSS End of Period File to LOGSA

Now that you have imported the AMSS End of Period file, you will need to send the information to LOGSA. The following steps describe this process.

1. To export the selected file, review the *Export Method* information. IMAP-L will send this file to the LOGSA Local ID and IP address that you identified during the *Parameters Setup* process.



The image shows a Windows-style dialog box titled "IMAP - Export File". It contains several input fields and a section for export methods. The "File Name" field is set to "Aho16d.dat", "Type" is "AMSS End of Period to LOGSA", and "Destination" is "LOGSA". Below these is an empty "Instructions & Notes" text area. The "Export Method" section has two radio buttons: "Remote Transfer" (selected) and "Local Disk". Under "Remote Transfer", there are fields for "Local ID" (set to "LOGSA") and "IP Address" (set to "150.22.45.15"), with an "Obtain from CS" option. Under "Local Disk", there is an empty file path field and a "Browse" button. At the bottom are "Send" and "Cancel" buttons.

IMAP - Export File

File Name: Aho16d.dat

Type: AMSS End of Period to LOGSA

Destination: LOGSA

Instructions & Notes:

Export Method

☒ Remote Transfer

Local ID: LOGSA

IP Address: ☒ 150.22.45.15
☐ Obtain from CS

☐ Local Disk

Browse

Send Cancel

2. When you are ready to export the file, click the **Send** button.
3. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

12.0 Reporting 2408-9 Information

IMAP-L has the capability to create an automated 2408-9 form. This form is used to submit equipment transfer information. Completed 2408-9s can be electronically submitted to LOGSA through IMAP-L.

To create a 2408-9 form, choose the **2408-9** option from the **Edit** menu option. The 2408-9 Entry screen will appear displaying any previously entered 2408-9s. This screen is shown below.

The screenshot displays the '2408 - 9' form entry screen. On the left is a sidebar with a list of 'All 2408-9S' forms, each preceded by a color-coded circle (white for incomplete, blue for complete). The main area contains a form with the following fields:

Control No.	1. ORGANIZATION	2. LOCATION	3. UIC	4. UTILIZATION CD	5. VEH USG CD
006	HHC 31ST INF BN	AUSTIN	RYYEIO	7	A
6. NOMENCLATURE	7. MODEL	8. NSN	9. SERIAL NO.	10. REGISTRATION NO.	
TRUCK	M38	2120002345678	FHSN	USA1234	
11. YEAR OF MFG	12. MANUFACTURE	13. CONTRACT NO.	14. PURCHASE ORDER NO.	15. WARRANTY PERIOD	
16. TYPE REPORT	17. REPORT CODE	18. USAGE	# H/M/R	19. SHIPPED TO a. ORGANIZATION	b. SHIPPED TO UIC
Transfer	2				
				20. RECEIVED FROM a. ORGANIZATION	b. RECEIVED FROM UIC
				AMCOM	AMCOM
21. REMARKS					
22. INSPECTOR				23. JULIAN DATE	
				1278	

At the bottom of the form is the title 'EQUIPMENT CONTROL RECORD' and a note: 'For use of this form, see TM36-750: the proponent agency is the office of the Deputy Chief of Staff for Logistics'. The sidebar contains buttons for 'Add 2408 - 9', 'Delete 2408 - 9', 'PRINT', 'OK', and 'CANCEL'.

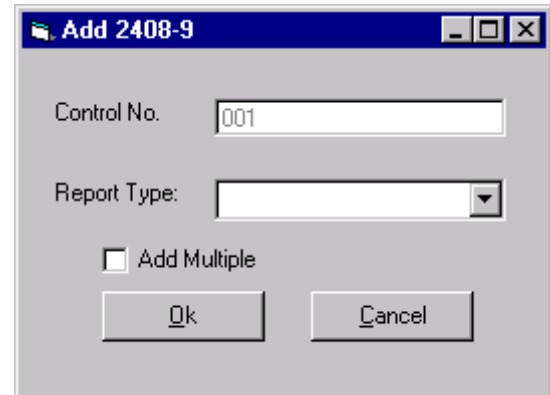
The *2408-9 Form List* on left side of the 2408-9 screen displays a list of all previously created 2408-9 forms. The 2408-9 entries are sorted on the list by report type and then by Control Number, and each entry has a color-coded circle. This color-coded circle identifies the status of the 2408-9: white circles identify incomplete 2408-9 forms, and blue circles identify complete 2408-9 forms.

The middle of the *2408-9 Entry* screen displays the information associated with the currently selected 2408-9 form.

Adding a 2408-9 Form

To create a new 2408-9 form, click the **Add 2408-9** button on the top of the screen. The *Add 2408-9* window will appear as shown to the right. This screen will identify the **Control Number** for the new 2408-9, and will request that you to choose what type of 2408-9 form to create.

- The **Control Number** is a numeric field that IMAP-L automatically creates based on previously entered 2408-9s.
- The **Report Type** drop down box identifies the type of 2408-9 form that you want to create: Acceptance/Registration, Gain, Loss, or Transfer.
- The **Add Multiple** checkbox will allow you to create multiple 2408-9 forms one after the other. This option will automatically designate a Control Number and will allow you to create the many types of forms. Click in the checkbox if you wish to create more than one 2408-9 at this time.



After entering the required information, click the **OK** button to save your entries and begin entering the 2408-9 information. The system will return to the *2408-9 Entry* screen so that you can begin entering the required information.

If you decide that you cannot enter the 2408-9 information at this time, click the **Cancel** button. This action will return you to the main *2408-9 Entry* screen without creating a new 2408-9 entry form.

Completing a 2408-9 Form

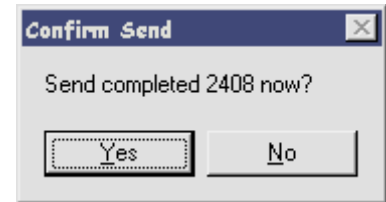
Once you have added a new 2408-9 form, you will need to enter the required information before you can submit the form to the required destination. Depending on the report type you selected, the certain fields of the 2408-9 form will be required. The entry screen will disable the entry fields that are not required for the report type you selected.

To assist with completing the 2408-9 form, IMAP-L will automatically fill-in the *Local ID* and *Current Date* fields based on your system parameter and current system date.

IMAP-L will also perform some validation checks as you enter information onto the form. If you try to create a 2408-9 for a serial number for which the same 2408-9 report type exists, you will be asked to verify the information.

After entering the required information, click the **OK** button to save your entries. (If you click the **Add 2408-9** button or select another 2408-9 control number from the *2408-9 Form List*, the system will also save the information you entered.) A window will appear, as shown to the right, asking if you would like to send all completed 2408-9 forms.

- Click **Yes** to electronically submit the completed 2408-9 forms.
- Click **No** to return to the *2408-9 Entry* screen without submitting the 2408-9s.



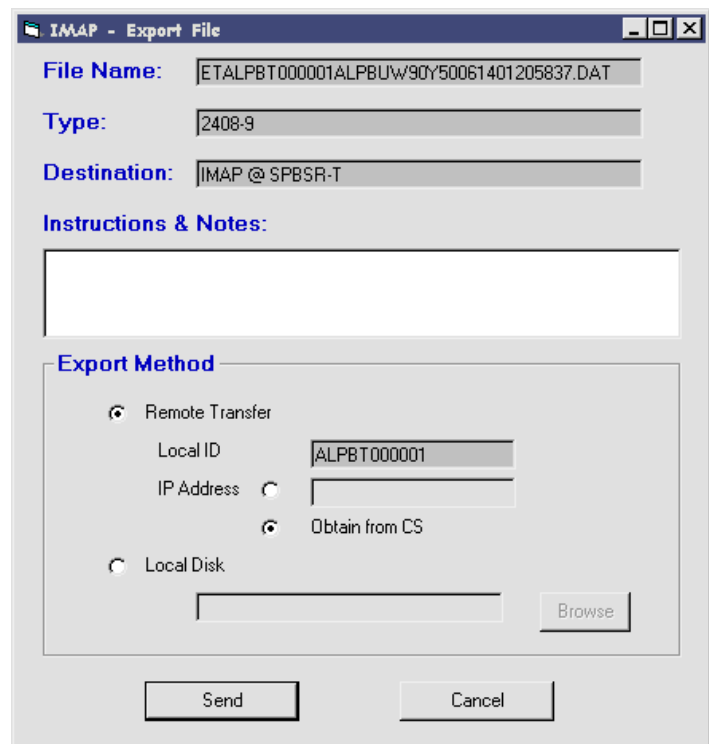
Sending the 2408-9 Forms to the SPBS-R Tower

After you click the **OK** button on the *2408-9* screen, IMAP-L will display a message asking if you wish to send the completed forms.

If you are not ready to send the information, click the **No** button. IMAP-L will return to the *2408-9 Entry* screen.

If you are ready to send the information, click the **Yes** button. After you click the **Yes** button on the message shown above, IMAP-L will display the *Export Files* window, as shown to the right.

This window displays the file name that will be exported, along with the type of file and the destination location.



1. To export the selected file, review the *Export Method* information. IMAP-L will send this file to the *Local ID* listed. If you know the *IP Address* for this location, click the radio button (O) next to the *IP Address* box, and manually enter the *IP Address*. Remember to include the 'dots' in the IP address.
2. If you do not know the *IP Address* for the *Local ID*, the *Obtain from CS* option will query the IMAP-C to get the *IP Address*.
3. When you are ready to send the file, click the **Send** button. IMAP-L will attempt to transfer the file to the remote location. The result of this attempt will appear in the *Instructions & Notes* box in the middle of the screen.
4. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

If the Local ID is not found in the IMAP-C database, IMAP-L will display a message alerting you of this fact.



After you receive this message (shown to the right), you should call the Facility to which you are trying to send the file and obtain their IP address over the phone.

Removing a 2408-9 Form

To remove a previously created 2408-9 form, select the 2408-9 entry from the *2408-9 Form List* that you wish to remove. Then, click the **Delete 2408-9** button on the top of the screen. A window will appear requesting you to confirm your action.

- Click **Yes** to remove the selected 2408-9 entry from the system.
- If you selected the 2408-9 by mistake, click **No** and the system will keep the selected 2408-9.




The **Delete 2408-9** button will only be enabled when a control number is selected on the *2408-9 Form List*. If you cannot click the **Delete 2408-9** button, please check to make sure you have a form selected from the list.

Printing a 2408-9 Form

If you wish to print 2408-9 records before sending them, select the Control Number of the form you wish to print. Then, click the **Print** button. A preview screen for the selected 2408-9 report will appear as shown below.

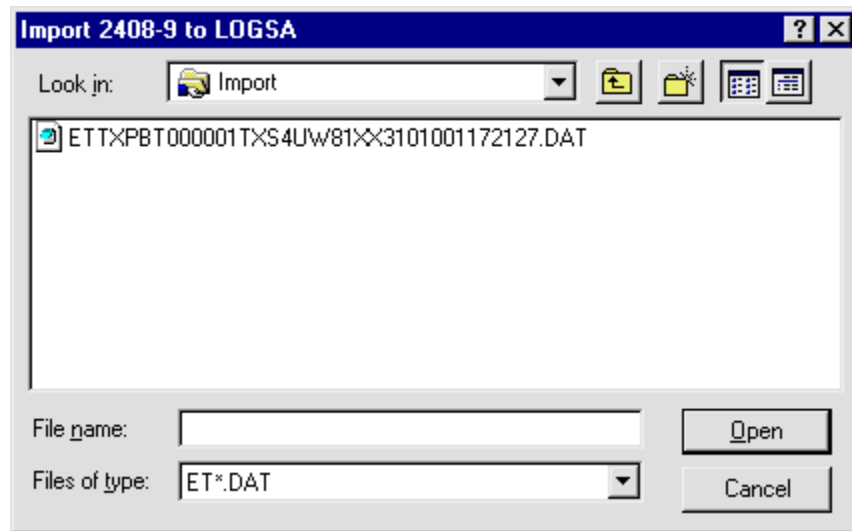
CONTROL NO. 1. ORGANIZATION		2. LOCATION	3. UI
004	HHC 31ST INF BN	DALLAS	W311
6. NOMENCLATURE	7. MODEL	8. NSN	9. SE
TANK	M1	2345019876543	UH1
11. YEAR OF MFG	12. MANUFACTURE	13. CONTRACT NO.	14. PURCHASE
16. TYPE REPORT	17. REPORT CODE	18. USAGE	# H/M/R
Transfer	1		
		19. SHIPPED TO	a. ORGANIZATION
			AMCOM
		20. RECEIVED	a. ORGANIZATION

- Click the printer icon, shown to the right, to print the report. 
- To exit the report preview, click the **X** in the upper right corner of the screen.
- Repeat the steps above to print a report for another Control Number.

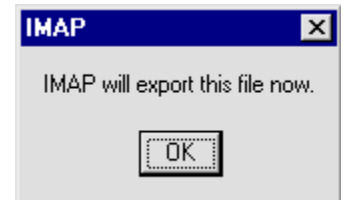
Importing 2408-9 Forms at the SPBS-R Tower

Occasionally, the IMAP-L at the SPBS-R Tower will receive 2408-9 forms from other IMAP-Ls. The files will appear under the *Files Received* node on the main screen. Follow the steps below to import the 2408-9 files.

1. Select **File** at the main menu and select the **Import/Process** option. The *Import/ Process Files* screen will appear.
2. Select the **2408-9 to LOGSA** option from the *Import Type* drop down list and click the **Import** button.
3. IMAP-L will prompt you to locate the ET*.Dat file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.



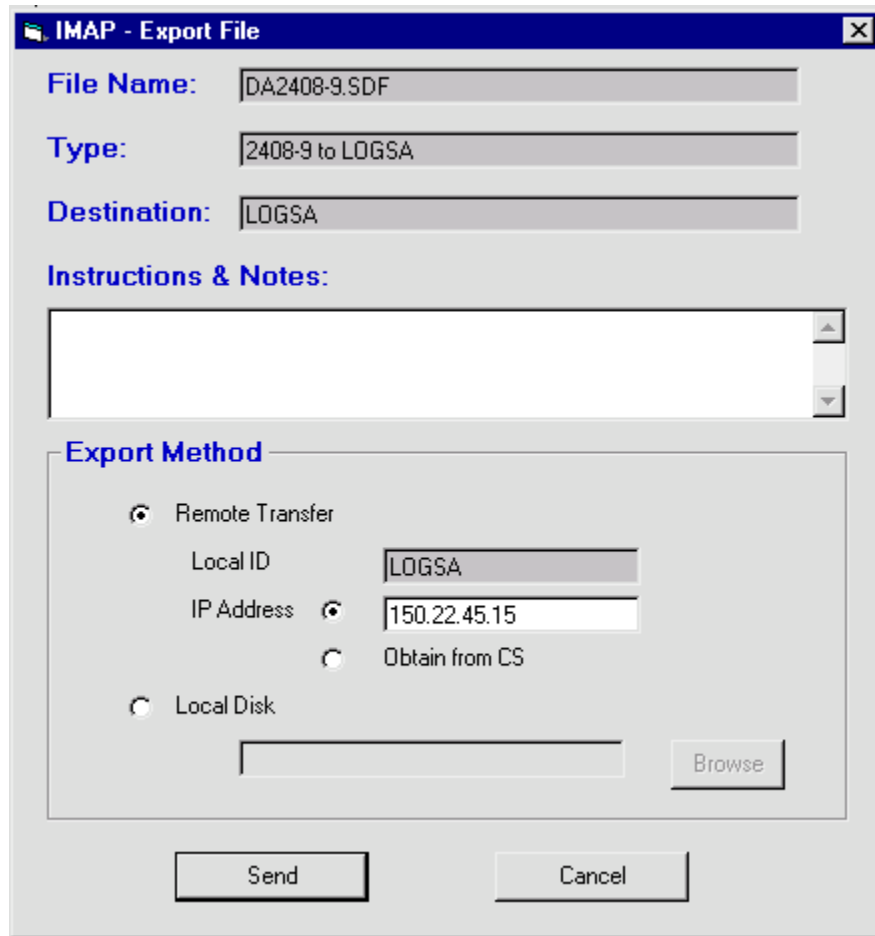
4. IMAP-L will rename the file in preparation for the processing step. After the file is renamed, IMAP-L will ask if you would like to import another file.
 - If you wish to import another file, click the **Yes** button. Once you click **Yes**, IMAP-L will allow you to select another file to import.
 - Click the **No** button if you have no other files of this type to import.
5. After you click the **No** button, IMAP-L will notify you that the 2408-9 file will be exported to disk. Click the **OK** button, and the *Export Files* window will appear, as shown below.



Sending 2408-9 Forms to LOGSA

Now that you have imported the 2408-9 file, you will need to send the information to LOGSA. The following steps describe this process.

1. To export the selected file, review the *Export Method* information. IMAP-L will send this file to the LOGSA Local ID and IP address that you identified during the *Parameters Setup* process.
2. When you are ready to export the file, click the **Send** button.
3. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.



The dialog box is titled "IMAP - Export File" and contains the following fields and options:

- File Name:** DA2408-9.SDF
- Type:** 2408-9 to LOGSA
- Destination:** LOGSA
- Instructions & Notes:** A large empty text area with scrollbars.
- Export Method:**
 - ☒ Remote Transfer
 - Local ID:** LOGSA
 - IP Address:** ☒ 150.22.45.15 ☐ Obtain from CS
 - ☐ Local Disk
 -

At the bottom are two buttons: **Send** and **Cancel**.

13.0 UTRANS Process

The UTRANS process in IMAP-L assists with the ULLS-G UTRANS files exchange between the facility and owning unit to ensure that the files are available for IDT/AT training. This process facilitates the ULLS-G UTRANS DODAAC database files import from diskette, uses a zip program to ensure file integrity, facilitates the ULLS-G UTRANS DODAAC export from diskette, and provides the file transfer protocol (FTP) between sites.

To ensure that this process runs correctly, you will need to enter the correct UTRANS information during the parameters process.

Please see chapter 6.0 Parameters Wizard on page 9 for more information.

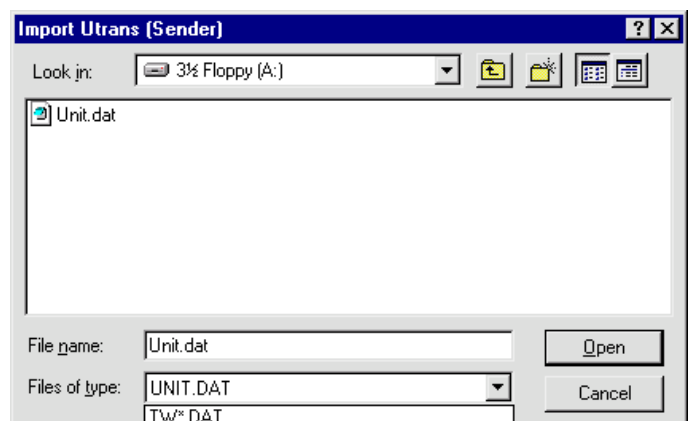
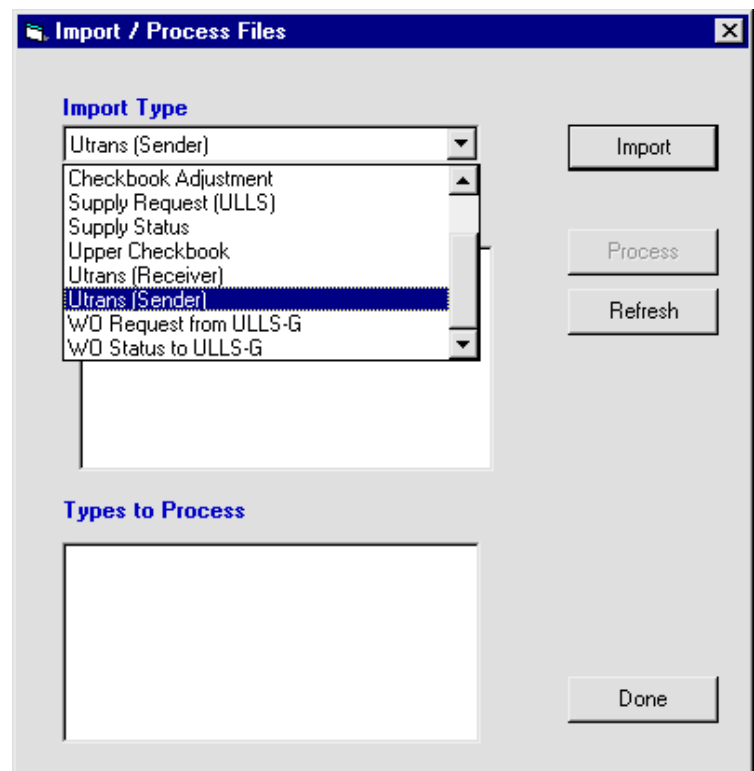
Sending UTRANS Files

To initiate the UTRANS process, you must first create a UTRANS disk from ULLS. Once the disk is created, IMAP-L can import and send the file to another IMAP-L location.

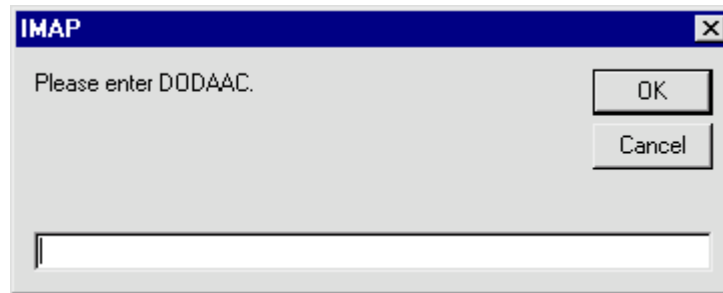
Creating the UTRANS File

Follow the steps below to import the UTRANS data.

1. Select **File** at the main menu and select the **Import/Process** option. The *Import/Process Files* screen will appear as shown below.
2. Select the **UTRANS (Sender)** option from the *Import Type* drop down list. Then, click on the **Import** button.
3. IMAP-L will prompt you to locate the Unit.Dat file to import. If the file resides on the floppy drive, choose the appropriate drive letter. The UTRANS import option will also allow you to select the TW*.Dat files that exist on the UTRANS disk. For this import process, it does not matter which file you choose. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.

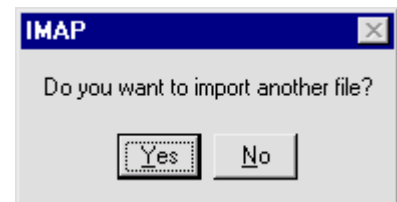


4. IMAP-L will prompt you to enter the DODAAC for this UTRANS. Enter the DODAAC and then click the **OK** button.



5. After the file is imported, IMAP-L will ask if you wish to import another file.

- If you wish to import another file, insert the next floppy disk before clicking the **Yes** button. Once you click **Yes**, IMAP-L will allow you to select another file to import.
- Click the **No** button if you have no other files of this type to import.

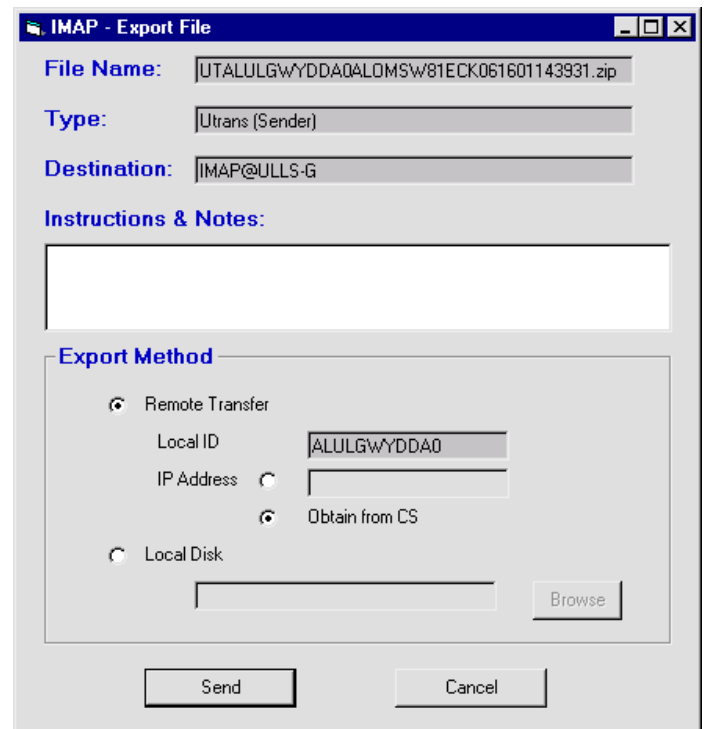


6. After you click the **No** button, IMAP-L will notify you that the UTRANS file will be exported. Click the **OK** button, and the *Export Files* window will appear.

Sending the UTRANS File to IMAP-L

Now that you have created the UTRANS file, you will need to send the file to the remote IMAP-L location, for importing into the ULLS.

1. To export the selected file, review the *Export Method* information. IMAP-L will send this file to the *LocalID* listed. If you know the *IP Address* for this location, click the radio button (O) next to the *IP Address* box, and manually enter the *IP Address*. Remember to include the 'dots' in the IP Address.
2. If you do not know the *IP Address* for the *LocalID*, the *Obtain from CS* option will query the IMAP-C to get the *IP Address*.
3. When you are ready to send the file, click the **Send** button. IMAP-L will attempt to transfer the file to the remote location. The result of this attempt will appear in the



Instructions & Notes box in the middle of the screen.

- Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

Receiving UTRANS Files

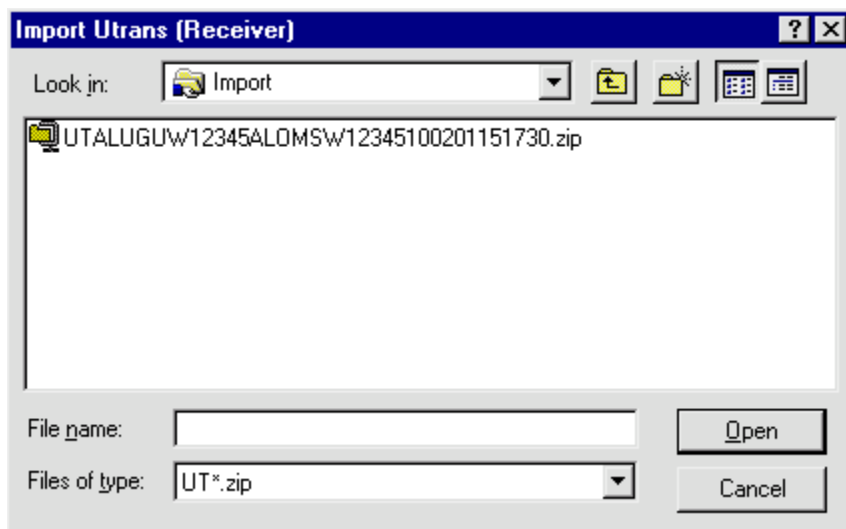
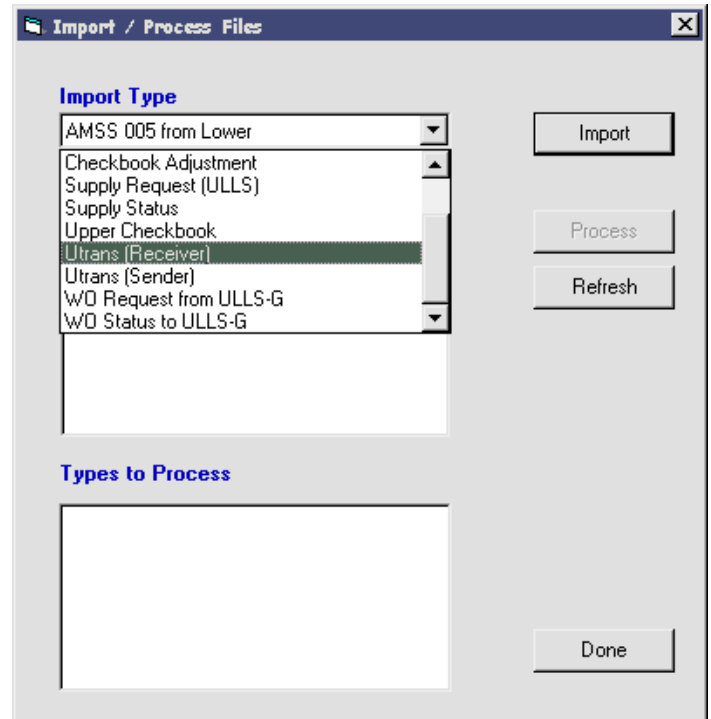
At the receiving end of the UTRANS process, the IMAP-L will need to export the UTRANS files onto a disk for importing into ULS.

When the file is received at the destination IMAP-L, you will need to create the UTRANS disk.

Importing the IMAP-L UTRANS File

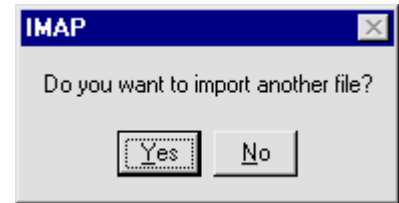
Follow the steps below to export the ULS UTRANS data.

- Select **File** at the main menu and select the **Import/Process** option. The *Import/Process Files* screen will appear as shown below.
- Select the **UTRANS (Receiver)** option from the *Import Type* drop down list. Then, click on the **Import** button.
- IMAP-L will prompt you to locate the 'UT' file to import. This file should be located in your *Import* folder. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.



- After the file is imported, IMAP-L will ask if you wish to import another file.

- If you wish to import another file, click the **Yes** button and IMAP-L will ask you to locate the file to import.
- Click the **No** button if you have no other files of this type to import.

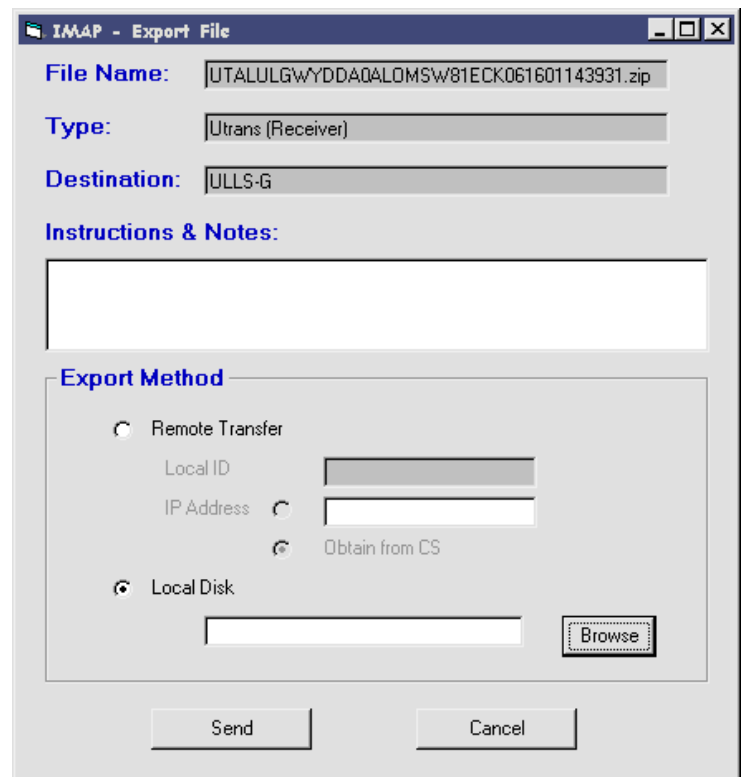


After you click the **No** button, IMAP-L will notify you that the UTRANS file will be exported. Click the **OK** button, and the *Export Files* window will appear.

Sending the UTRANS File to ULLS

Now that you have imported the UTRANS file, you will need to create the UTRANS disk for importing into the ULLS.

- To export the selected file, review the *Export Method* information. IMAP-L will send this file to the *Local Disk* for importing into ULLS.
- Click the **Browse** button to select the destination for this file.
- When you are ready to export the file, click the **Send** button.
- Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.



14.0 Local ID Specific File Transfers

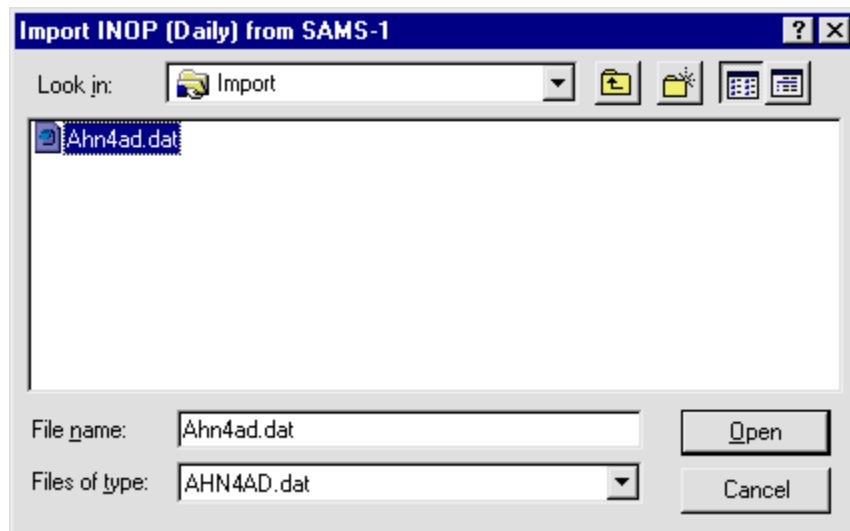
In addition to the imports and exports described in the previous sections, IMAP-L can transfer files from one IMAP-L location to another. These transfer processes do not import the files and therefore, immediately after the file is imported, it is exported, either to another IMAP-L or to a floppy disk. These file transfers are available for the SAMS-1 and SAMS-2, SPBS-R Unit and Tower, and the ULLS-S4 IMAP-Ls.

INOP Daily Files

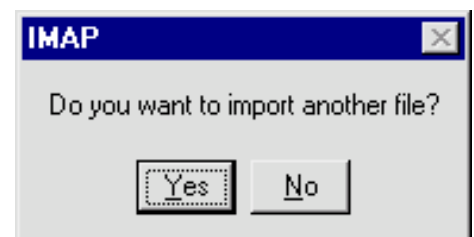
Importing Data into the SAMS-1 IMAP-L

Follow the steps below to import the INOP Daily file. This section will describe the import from SAMS-1 process.

1. Select **File** at the main menu and select the **Import/Process** option. The *Import/ Process Files* screen will appear.
2. Select the **INOP (Daily) from SAMS-1** option from the *Import Type* drop down list and click the **Import** button.
3. IMAP-L will prompt you to locate the AHN4AD.Dat file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.

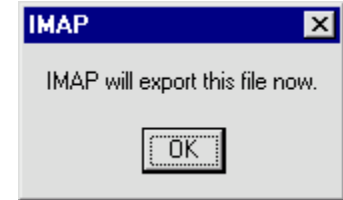


4. IMAP-L will rename the file in preparation for the processing step. After the file is renamed, IMAP-L will ask if you would like to import another file.
 - If you wish to import another file, insert the next floppy disk before clicking the **Yes** button. Once you click **Yes**,



IMAP-L will allow you to select another file to import.

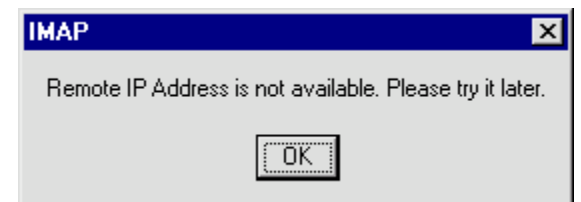
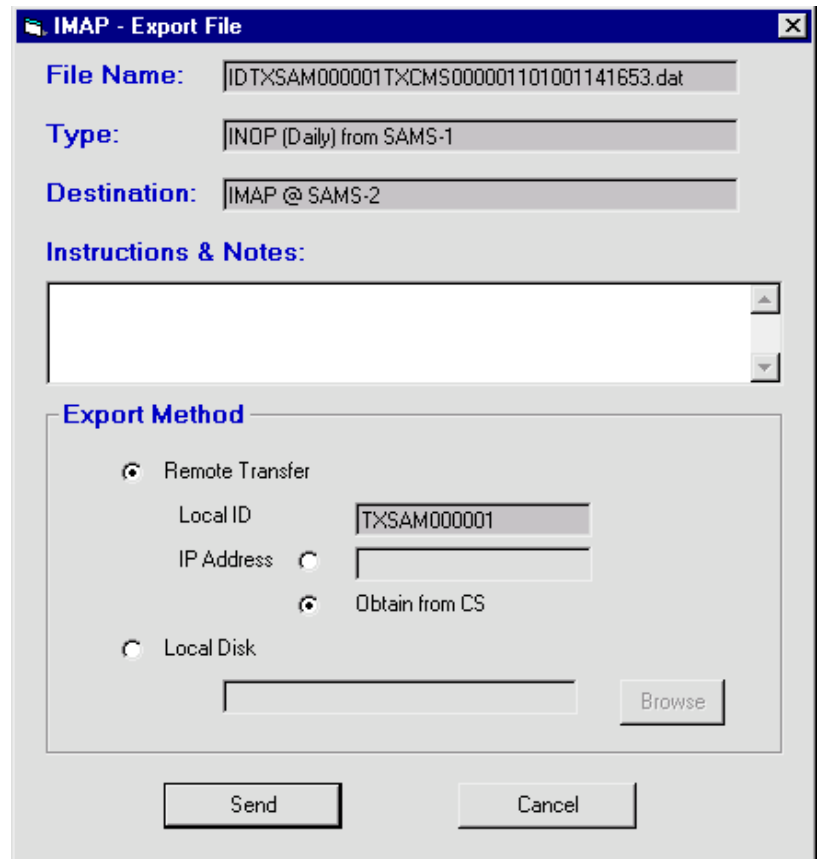
- Click the **No** button if you have no other files of this type to import. IMAP-L will return to the *Import/Process Files* window.
- After you click the **No** button, IMAP-L will notify you that the INOP file will be exported. Click the **OK** button, and the *Export Files* window will appear.

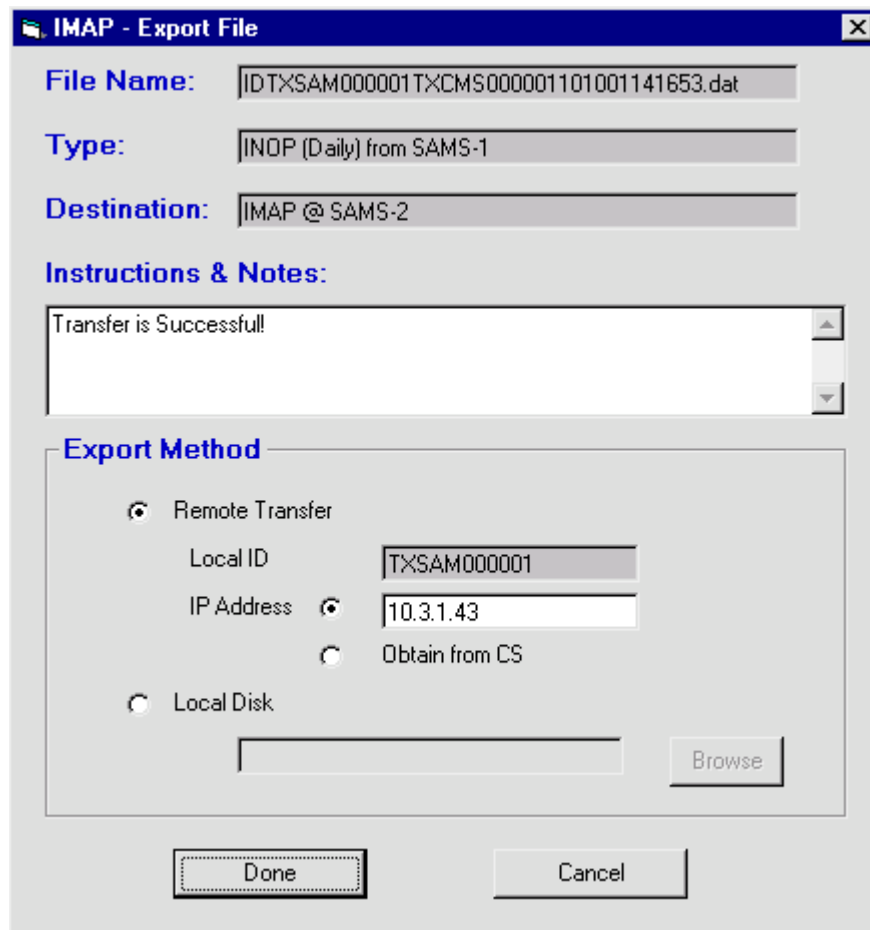


Sending the File to the SAMS-2 IMAP-L

Now that you have imported the INOP Daily file, you will need to transfer the file to the IMAP-L at SAMS-2.

- To export the selected file, review the *Export Method* information. IMAP-L will send this file to the Local ID that you identified during the *Parameters Wizard* process.
- If you know the IP address of the SAMS-2, click the *IP Address* radio option and enter the address. Otherwise, the *Obtain from CS* option will search the IMAP-C database for the IP address of the SAMS-2. If you are unsure of the IP address, do not change the option.
- When you are ready to export the file, click the **Send** button.
- If the IP address was not found on the IMAP-C database, IMAP-L will notify you. The message box shown to the right will appear. Click the **OK** button to continue.
- You can now change the *Remote Transfer* option to *IP Address* and enter the address, or click the **Cancel** button to send this file at a later time.
- Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

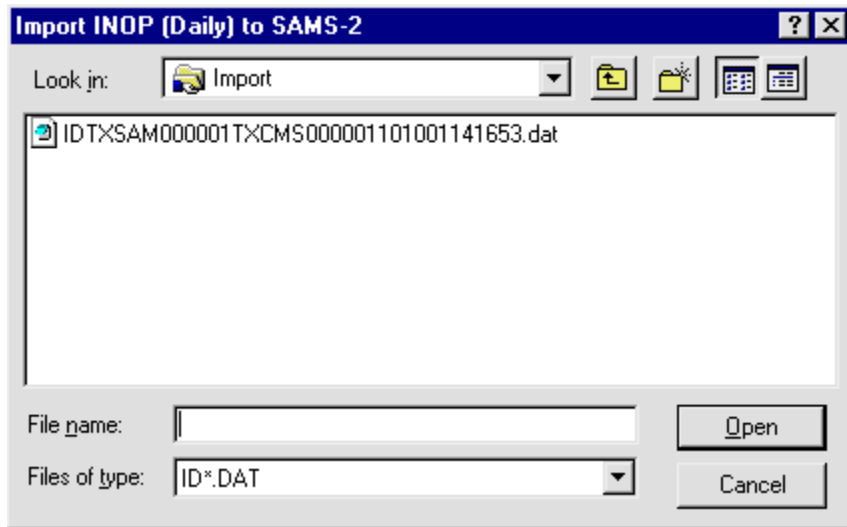




Importing Data into the SAMS-2 IMAP-L

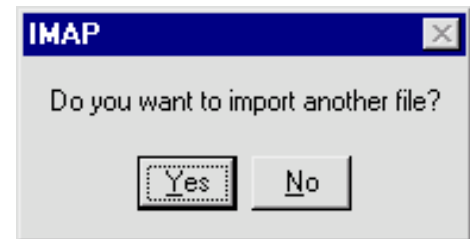
Follow the steps below to import the INOP Daily file. This section will describe the import from the IMAP-L at the SAMS-1.

1. Select **File** at the main menu and select the **Import/Process** option. The *Import/ Process Files* screen will appear.
2. Select the **INOP (Daily) to SAMS-2** option from the *Import Type* drop down list and click the **Import** button.
3. IMAP-L will prompt you to locate the ID*.Dat file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.

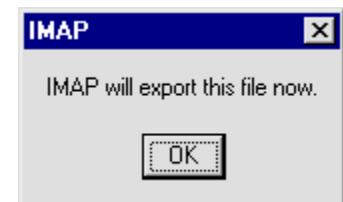


4. After selecting the file, IMAP-L will ask if you would like to import another file.

- If you wish to import another file, insert the next floppy disk before clicking the **Yes** button. Once you click **Yes**, IMAP-L will allow you to select another file to import.
- Click the **No** button if you have no other files of this type to import. IMAP-L will return to the *Import/Process Files* window.



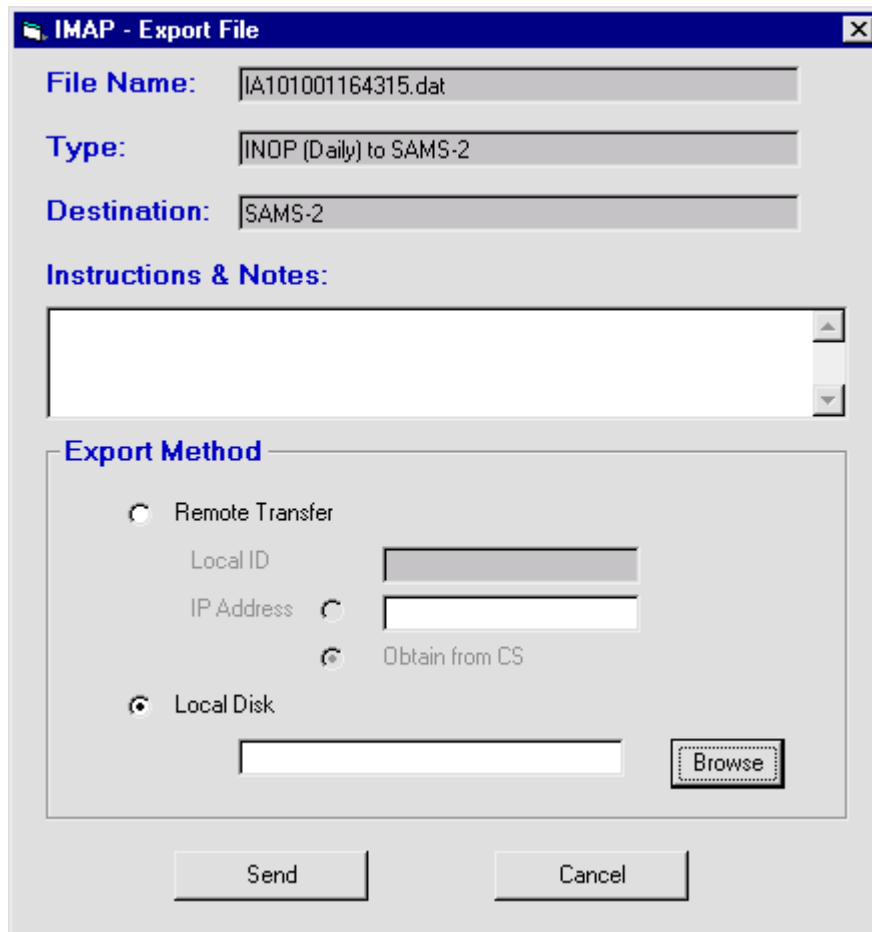
5. After you click the **No** button, IMAP-L will notify you that the INOP file will be exported. Click the **OK** button, and the *Export Files* window will appear.



Exporting the File to SAMS-2

Now that you have imported the INOP Daily file, you will need to export the file to the SAMS-2.

1. To export the selected file, review the *Export Method* information. IMAP-L will send this file to the *Local Disk* for importing into SAMS-2.



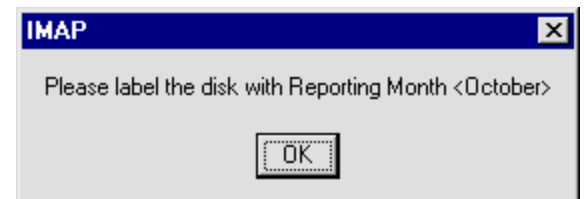
The dialog box is titled "IMAP - Export File". It contains the following fields and controls:

- File Name:** A text box containing "IA101001164315.dat".
- Type:** A text box containing "INOP (Daily) to SAMS-2".
- Destination:** A text box containing "SAMS-2".
- Instructions & Notes:** A large empty text area with scrollbars.
- Export Method:** A section with two radio buttons:
 - Remote Transfer:** Unselected. Below it are fields for "Local ID" (empty), "IP Address" (empty), and a radio button labeled "Obtain from CS" (selected).
 - Local Disk:** Selected. Below it is a text box (empty) and a "Browse" button.
- At the bottom are "Send" and "Cancel" buttons.

2. Click the **Browse** button to select the destination for this file.

3. When you are ready to export the file, click the **Send** button.

4. IMAP-L will display a message with the reporting month of the file. Click the **OK** button.



The dialog box is titled "IMAP". It contains the following text and controls:

- Text: "Please label the disk with Reporting Month <October>"
- An "OK" button.

5. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

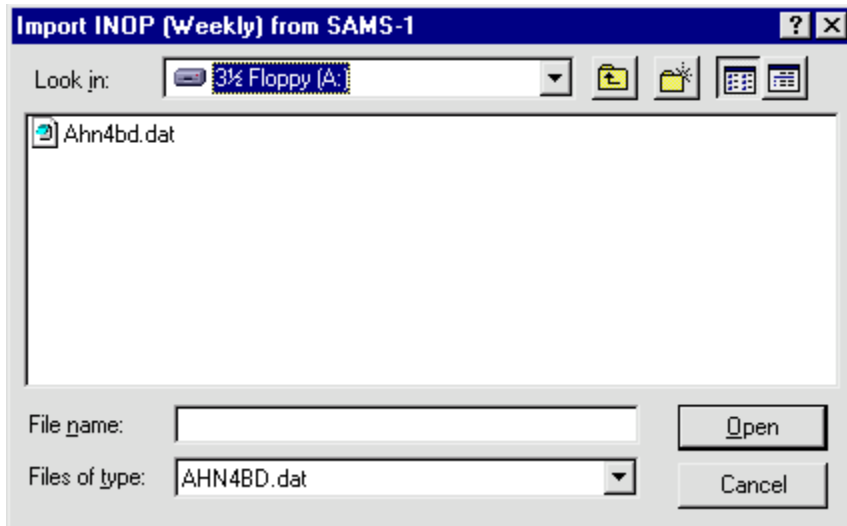
INOP Weekly Files

Importing Data into the SAMS-1 IMAP-L

Follow the steps below to import the INOP Daily file. This section will describe the import from SAMS-1 process.

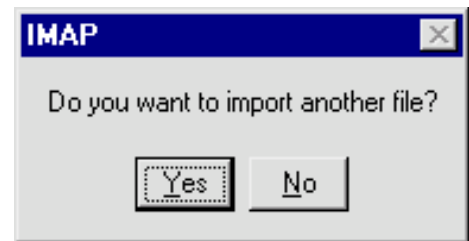
1. Select **File** at the main menu and select the **Import/Process** option. The *Import/ Process Files* screen will appear.

2. Select the **INOP (Weekly) from SAMS-1** option from the *Import Type* drop down list and click the **Import** button.
3. IMAP-L will prompt you to locate the AHN4BD.Dat file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.

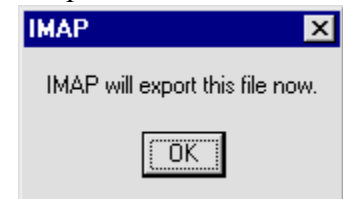


4. IMAP-L will rename the file in preparation for the processing step. After the file is renamed, IMAP-L will ask if you would like to import another file.

- If you wish to import another file, insert the next floppy disk before clicking the **Yes** button. Once you click **Yes**, IMAP-L will allow you to select another file to import.
- Click the **No** button if you have no other files of this type to import. IMAP-L will return to the *Import/Process Files* window.



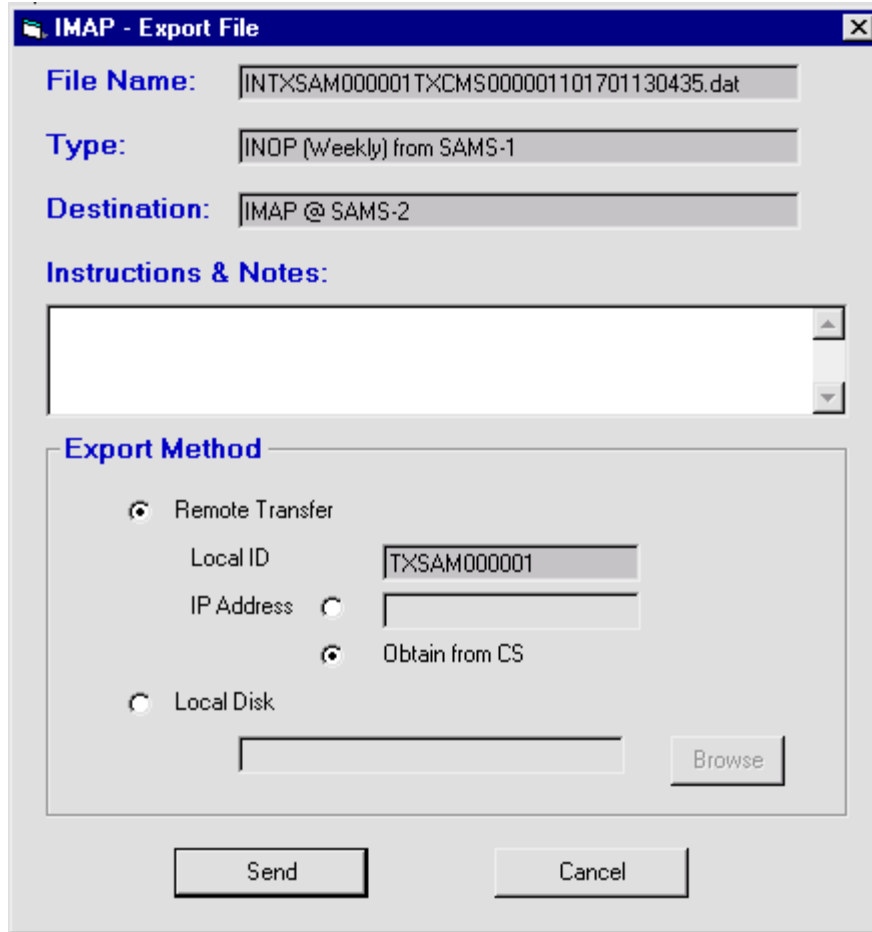
5. After you click the **No** button, IMAP-L will notify you that the INOP file will be exported. Click the **OK** button, and the *Export Files* window will appear.



Sending the File to the SAMS-2 IMAP-L

Now that you have imported the INOP Daily file, you will need to transfer the file to the IMAP-L at SAMS-2.

1. To export the selected file, review the *Export Method* information on the *Export File* screen. IMAP-L will send this file to the Local ID that you identified during the *Parameters Wizard* process.



The dialog box is titled "IMAP - Export File". It contains the following fields and options:

- File Name:** A text box containing "INTXSAM000001TXCMS000001101701130435.dat".
- Type:** A text box containing "INOP (Weekly) from SAMS-1".
- Destination:** A text box containing "IMAP @ SAMS-2".
- Instructions & Notes:** A large empty text area.
- Export Method:** A section containing two radio button options:
 - Remote Transfer:** Selected. It includes a "Local ID" text box with "TXSAM000001", an "IP Address" radio button (unselected), and an "Obtain from CS" radio button (selected).
 - Local Disk:** Unselected. It includes an empty text box and a "Browse" button.
- Buttons:** "Send" and "Cancel" buttons at the bottom.

2. If you know the IP address of the SAMS-2, click the *IP Address* radio option and enter the address. Otherwise, the *Obtain from CS* option will search the IMAP-C database for the IP address of the SAMS-2. If you are unsure of the IP address, do not change the option.
3. When you are ready to export the file, click the **Send** button.
4. If the IP Address was not found on the IMAP-C database, IMAP-L will notify you. The message box shown below will appear. Click the **OK** button to continue.

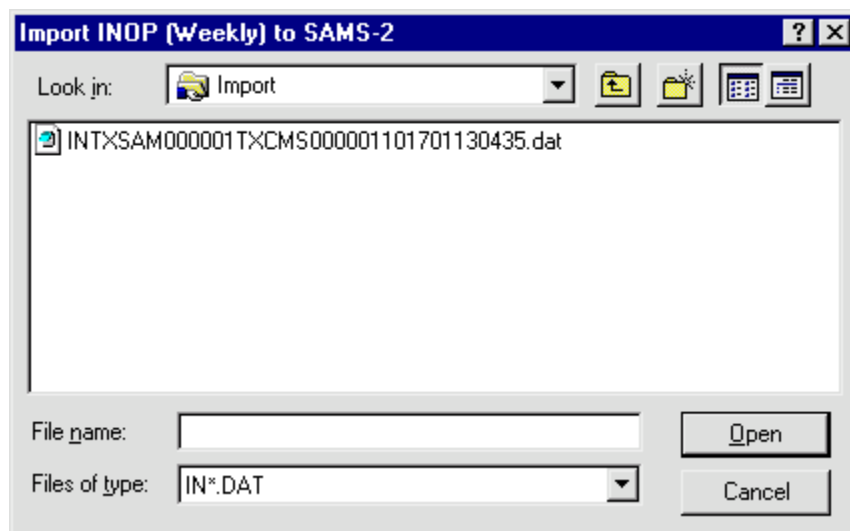


5. You can now change the *Remote Transfer* option to *IP Address* and enter the address, or click the **Cancel** button to send this file at a later time.
6. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

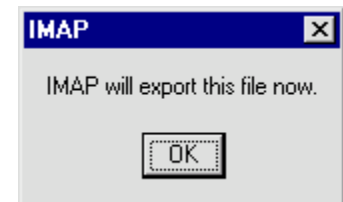
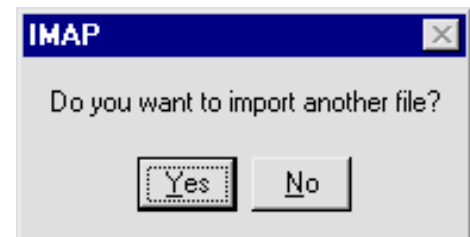
Importing Data into the SAMS-2 IMAP-L

Follow the steps below to import the INOP Weekly file into the IMAP-L at the SAMS-2 facility.

1. Select **File** at the main menu and select the **Import/Process** option. The *Import/ Process Files* screen will appear.
2. Select the **INOP (Weekly) to SAMS-2** option from the *Import Type* drop down list and click the **Import** button.
3. IMAP-L will prompt you to locate the IN*.Dat file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.



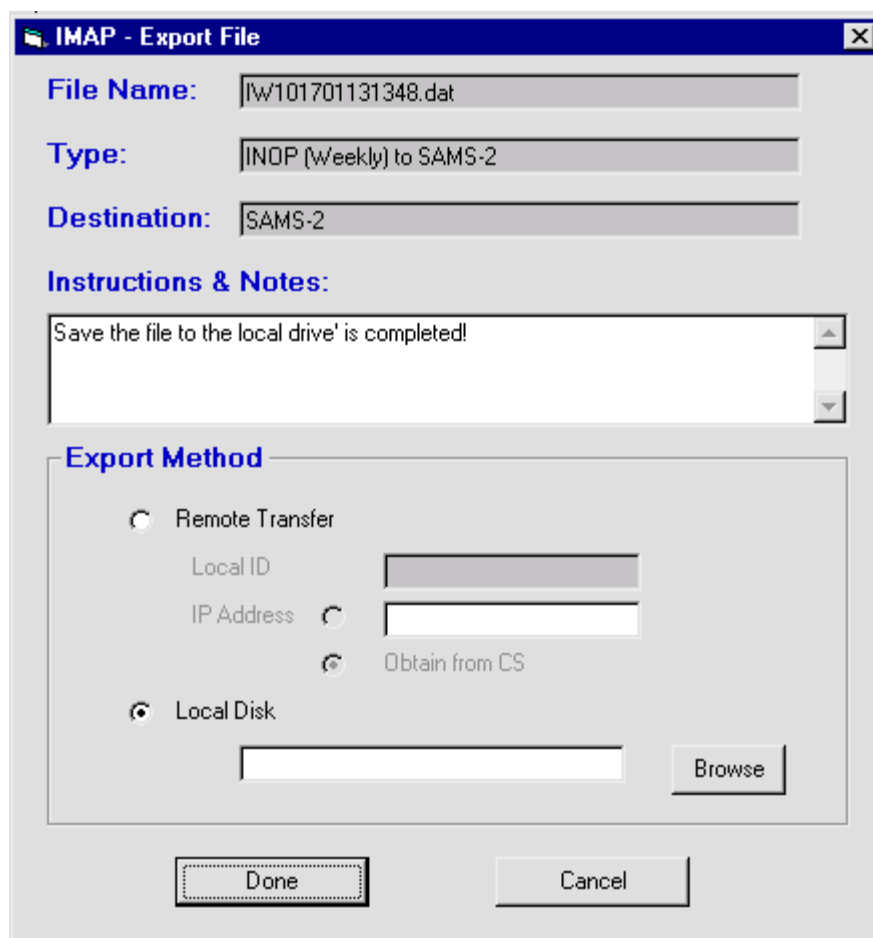
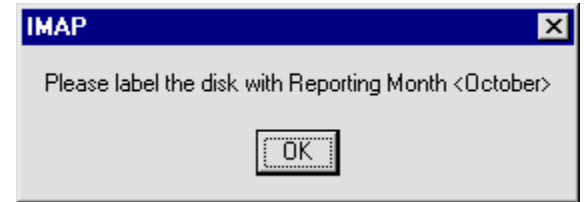
4. After selecting the file, IMAP-L will ask if you would like to import another file.
 - If you wish to import another file, insert the next floppy disk before clicking the **Yes** button. Once you click **Yes**, IMAP-L will allow you to select another file to import.
 - Click the **No** button if you have no other files of this type to import. IMAP-L will return to the *Import/Process Files* window.
5. After you click the **No** button, IMAP-L will notify you that the INOP file will be exported. Click the **OK** button, and the *Export Files* window will appear.



Exporting the File to SAMS-2

Now that you have imported the INOP Weekly file, you will need to export the file to the SAMS-2.

1. To export the selected file, review the *Export Method* information on the *Export File* screen. IMAP-L will send this file to the *Local Disk* for importing into SAMS-2.
2. Click the **Browse** button to select the destination for this file.
3. When you are ready to export the file, click the **Send** button.
4. IMAP-L will display a message with the reporting month of the file. Click the **OK** button.
5. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

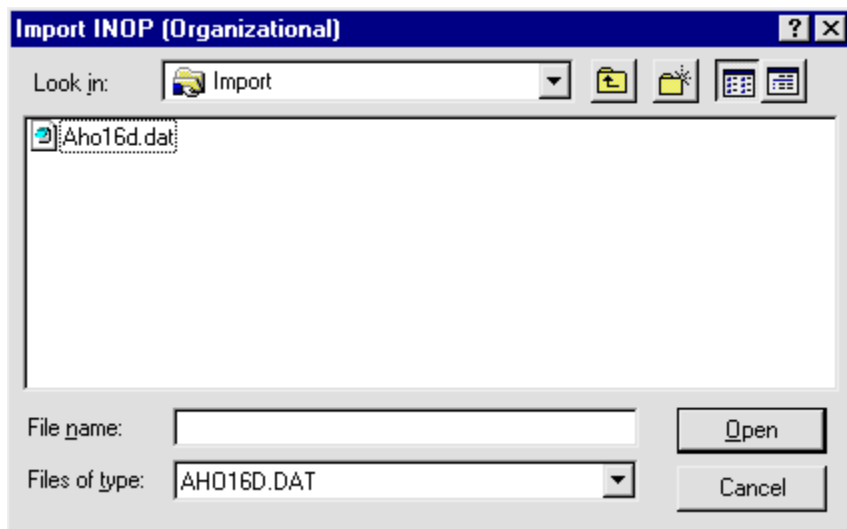


INOP Organizational Data

Importing Data into the SAMS-2 IMAP-L

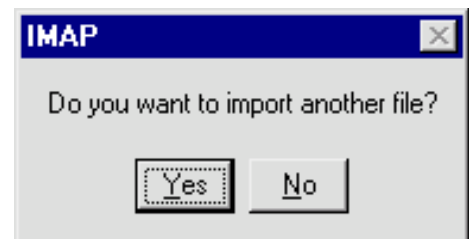
Follow the steps below to import the INOP Organizational Data file into the IMAP-L at the SAMS-2 location.

1. Select **File** at the main menu and select the **Import/Process** option. The *Import/ Process Files* screen will appear.
2. Select the **INOP (Organizational)** option from the *Import Type* drop down list and click the **Import** button.
3. IMAP-L will prompt you to locate the AHO16D.Dat file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.



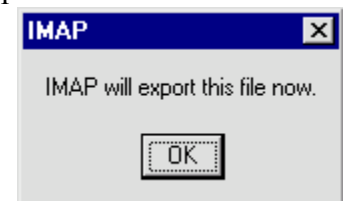
4. IMAP-L will rename the file in preparation for the processing step. After the file is renamed, IMAP-L will ask if you would like to import another file.

- If you wish to import another file, insert the next floppy disk before clicking the **Yes** button. Once you click **Yes**, IMAP-L will allow you to select another file to import.



- Click the **No** button if you have no other files of this type to import. IMAP-L will return to the *Import/Process Files* window.

5. After you click the **No** button, IMAP-L will notify you that the INOP Organizational file will be exported. Click the **OK** button, and the *Export Files* window will appear.



Sending the File to LOGSA

Now that you have imported the INOP Organizational file, you will need to transfer the file to LOGSA.

1. To export the selected file, review the *Export Method* information on the *Export File*

screen. IMAP-L will send this file to the LOGSA Local ID and IP address that you identified during the *Parameters Wizard* process.

IMAP - Export File

File Name: Aho16d.dat

Type: INOP (Organizational)

Destination: LOGSA

Instructions & Notes:

Export Method

☒ Remote Transfer

Local ID: LOGSA

IP Address: ☒ 150.22.45.15 ☐ Obtain from CS

☐ Local Disk

Browse

Send Cancel

2. When you are ready to export the file, click the **Send** button.
3. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

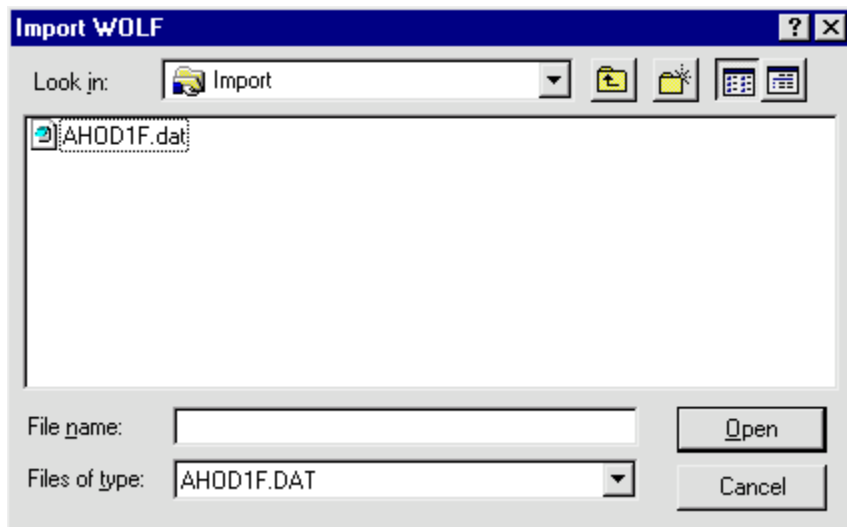
WOLF Data

Importing Data into the SAMS-2 IMAP-L

Follow the steps below to import the WOLF Data file.

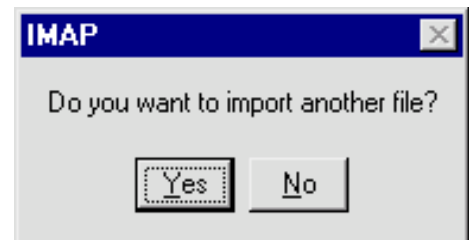
1. Select **File** at the main menu and select the **Import/Process** option. The *Import/ Process Files* screen will appear.
2. Select the **WOLF** option from the *Import Type* drop down list and click the **Import** button.
3. IMAP-L will prompt you to locate the AHOD1F.Dat file to import. If the file resides on

the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.



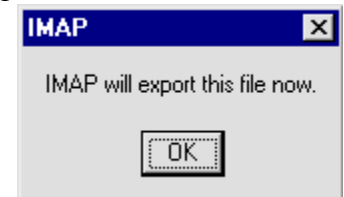
4. IMAP-L will rename the file in preparation for the processing step. After the file is renamed, IMAP-L will ask if you would like to import another file.

- If you wish to import another file, insert the next floppy disk before clicking the **Yes** button. Once you click **Yes**, IMAP-L will allow you to select another file to import.



- Click the **No** button if you have no other files of this type to import. IMAP-L will return to the *Import/Process Files* window.

5. After you click the **No** button, IMAP-L will notify you that the WOLF file will be exported. Click the **OK** button, and the *Export Files* window will appear.



Sending the File to LOGSA

Now that you have imported the WOLF file, you will need to transfer the file to LOGSA.

1. To export the selected file, review the *Export Method* information on the *Export File* screen. IMAP-L will send this file to the LOGSA Local ID and IP address that you identified during the *Parameters Wizard* process.

IMAP - Export File

File Name: AHOD1F.dat

Type: WOLF

Destination: LOGSA

Instructions & Notes:

Export Method

☒ Remote Transfer

Local ID: LOGSA

IP Address: ☒ 150.22.45.15 ☐ Obtain from CS

☐ Local Disk

Browse

Send Cancel

2. When you are ready to export the file, click the **Send** button.
3. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

Asset Visibility Files

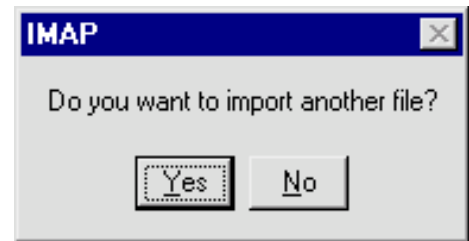
Importing Data into the SPBS-R Unit IMAP-L

Follow the steps below to import the Asset Visibility file.

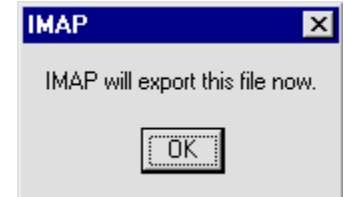
1. Select **File** at the main menu and select the **Import/Process** option. The *Import/ Process Files* screen will appear.
2. Select the **Asset Visibility (Unit)** option from the *Import Type* drop down list and click the **Import** button.
3. IMAP-L will prompt you to locate the *.AVB file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.

4. IMAP-L will rename the file in preparation for the processing step. After the file is renamed, IMAP-L will ask if you would like to import another file.

- If you wish to import another file, insert the next floppy disk before clicking the **Yes** button. Once you click **Yes**, IMAP-L will allow you to select another file to import.
- Click the **No** button if you have no other files of this type to import. IMAP-L will return to the *Import/Process Files* window.



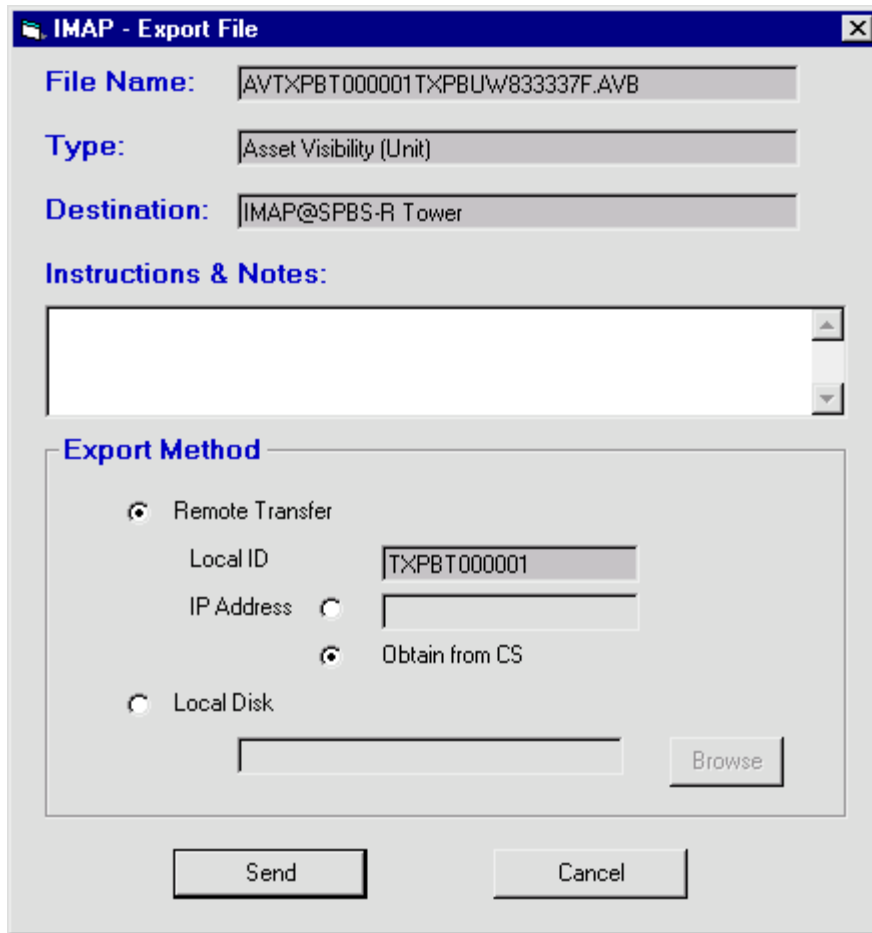
5. After you click the **No** button, IMAP-L will notify you that the Asset Visibility file will be exported. Click the **OK** button, and the *Export Files* window will appear.



Sending the File to the SPBS-R Tower IMAP-L

Now that you have imported the Asset Visibility file, you will need to transfer the file to the IMAP-L at the SPBS-R Tower location.

1. To export the selected file, review the *Export Method* information on the *Export File* screen. IMAP-L will send this file to the Local ID that you identified during the *Parameters Wizard* process.



The dialog box is titled "IMAP - Export File". It contains the following fields and options:

- File Name:** AVTXPBT000001TXPBUW833337F.AVB
- Type:** Asset Visibility (Unit)
- Destination:** IMAP@SPBS-R Tower
- Instructions & Notes:** A large empty text area.
- Export Method:**
 - ☒ **Remote Transfer**
 - Local ID:** TXPBT000001
 - IP Address:** ☐ (empty field) ☒ **Obtain from CS**
 - ☐ **Local Disk**
 - (empty field)

At the bottom are **Send** and **Cancel** buttons.

2. If you know the IP Address of the SPBS-R Tower, click the *IP Address* radio option and enter the address. Otherwise, the *Obtain from CS* option will search the IMAP-C database for the IP address of the SPBS-R Tower. If you are unsure of the IP address, do not change the option.
3. When you are ready to export the file, click the **Send** button.
4. If the IP Address was not found on the IMAP-C database, IMAP-L will notify you. The message box shown below will appear. Click the **OK** button to continue.

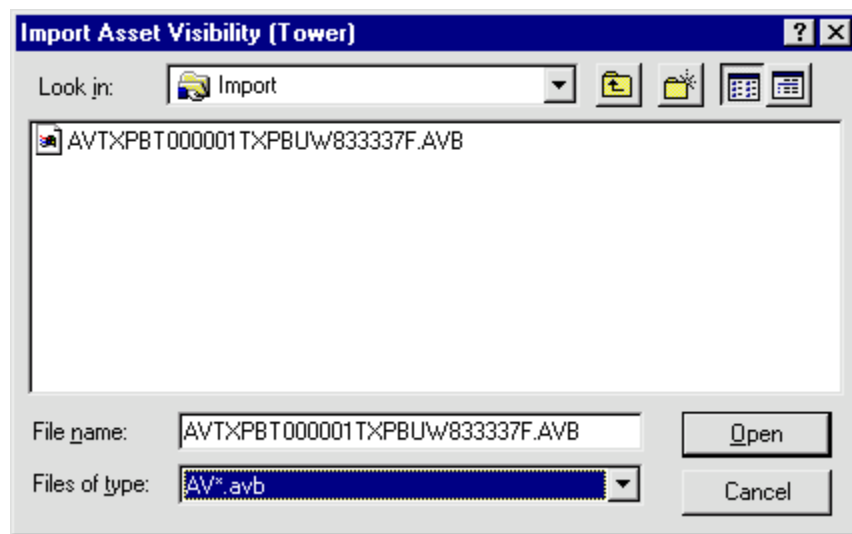


5. You can now change the *Remote Transfer* option to *IP Address* and enter the address, or click the **Cancel** button to send this file at a later time.
6. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

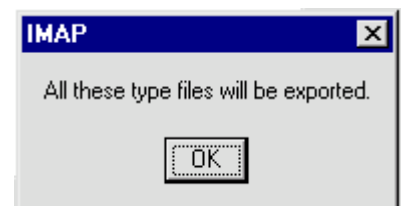
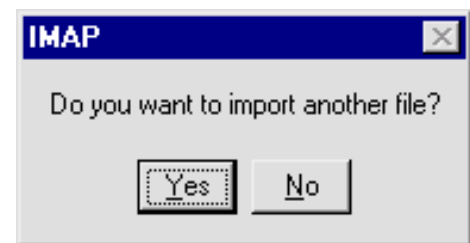
Importing Data into the SPBS-R Tower IMAP-L

Follow the steps below to import the Asset Visibility file into the IMAP-L at the SPBS-R Tower facility.

1. Select **File** at the main menu and select the **Import/Process** option. The *Import/ Process Files* screen will appear.
2. Select the **Asset Visibility (Tower)** option from the *Import Type* drop down list and click the **Import** button.
3. IMAP-L will prompt you to locate the AV*.Dat file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.



4. After selecting the file, IMAP-L will ask if you would like to import another file.
 - If you wish to import another file, insert the next floppy disk before clicking the **Yes** button. Once you click **Yes**, IMAP-L will allow you to select another file to import.
 - Click the **No** button if you have no other files of this type to import. IMAP-L will return to the *Import/Process Files* window.
5. After you click the **No** button, IMAP-L will notify you that the Asset Visibility file will be exported. Click the **OK** button, and the *Export Files* window will appear.

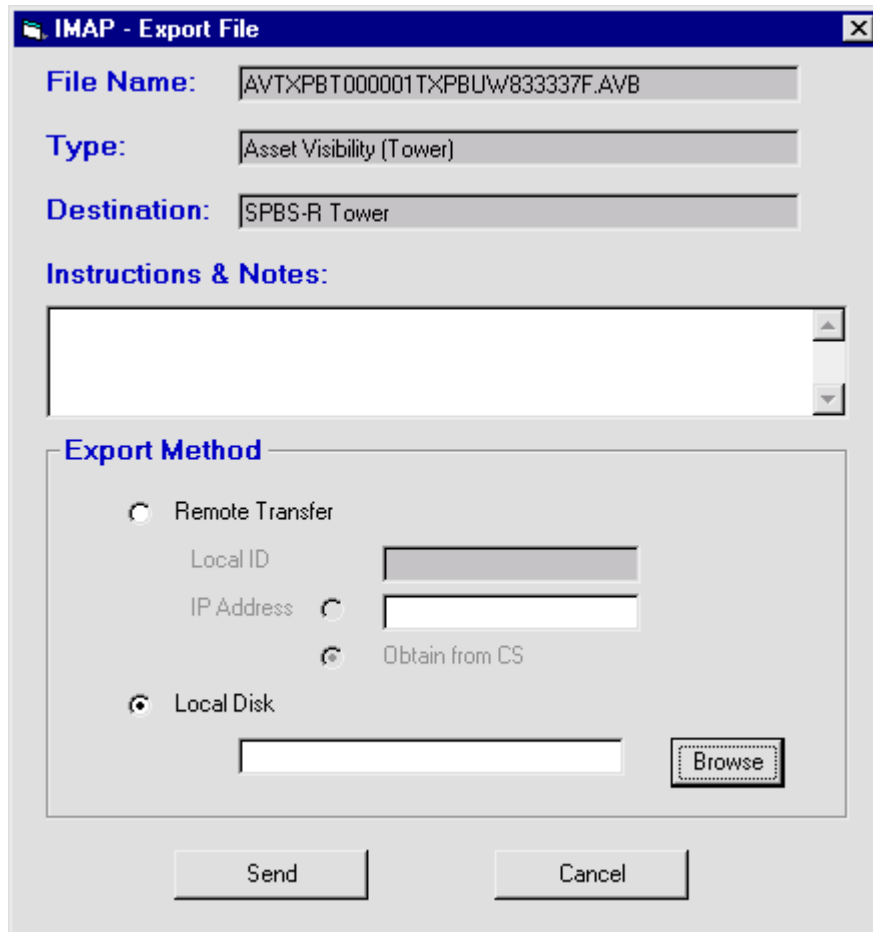


Exporting the File to the SPBS-R Tower

Now that you have imported the Asset Visibility file, you will need to export the file to the

SPBS-R Tower.

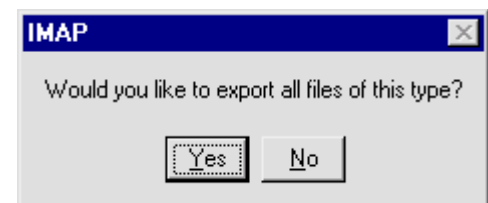
1. To export the selected file, review the *Export Method* information on the *Export File* screen. IMAP-L will send this file to the *Local Disk* for importing into SPBS-R Tower.



The image shows a Windows-style dialog box titled "IMAP - Export File". It contains several fields and sections:

- File Name:** A text field containing "AVT\XPBT000001T\XPBUW833337F.AVB".
- Type:** A text field containing "Asset Visibility (Tower)".
- Destination:** A text field containing "SPBS-R Tower".
- Instructions & Notes:** A large empty text area with scrollbars.
- Export Method:** A section with three radio buttons:
 - ☐ Remote Transfer: Includes sub-fields for "Local ID" (empty) and "IP Address" (empty). Below "IP Address" is a radio button labeled "Obtain from CS".
 - ☒ Local Disk: Includes a text field for the local path and a "Browse" button.
- At the bottom are "Send" and "Cancel" buttons.

2. Click the **Browse** button to select the destination for this file.
3. When you are ready to export the file, click the **Send** button. If multiple export files exist, IMAP-L will ask you if you would like to export all of them at one time.



The image shows a small dialog box titled "IMAP". It contains the text "Would you like to export all files of this type?" and two buttons: "Yes" and "No".

4. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

IMAP - Export File

File Name: AVTXPBT000001TXPBUW833337F.AVB

Type: Asset Visibility (Tower)

Destination: SPBS-R Tower

Instructions & Notes:

Save the file to the local drive' is completed!

Export Method

☐ Remote Transfer

Local ID

IP Address ☐ Obtain from CS

☒ Local Disk

Browse

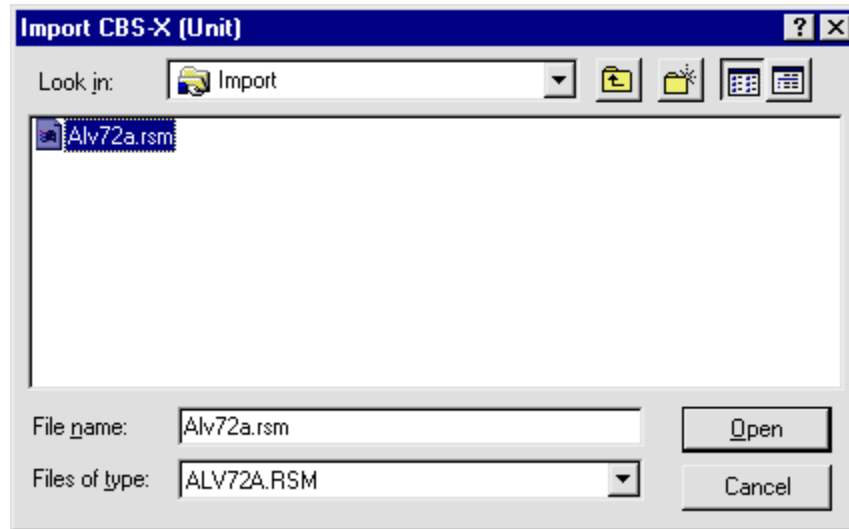
Done Cancel

CBS-X Files

Importing Data into the SPBS-R Unit IMAP-L

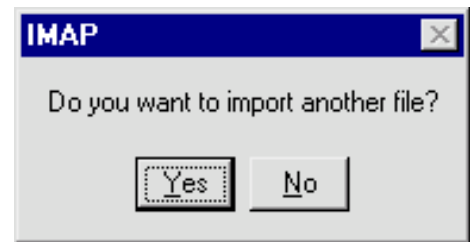
Follow the steps below to import the CBS-X file.

1. Select **File** at the main menu and select the **Import/Process** option. The *Import/ Process Files* screen will appear.
2. Select the **CBS-X (Unit)** option from the *Import Type* drop down list and click the **Import** button.
3. IMAP-L will prompt you to locate the ALV72A.RSM file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.

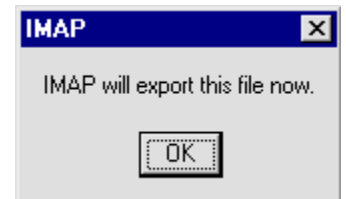


4. IMAP-L will rename the file in preparation for the processing step. After the file is renamed, IMAP-L will ask if you would like to import another file.

- If you wish to import another file, insert the next floppy disk before clicking the **Yes** button. Once you click **Yes**, IMAP-L will allow you to select another file to import.
- Click the **No** button if you have no other files of this type to import. IMAP-L will return to the *Import/Process Files* window.



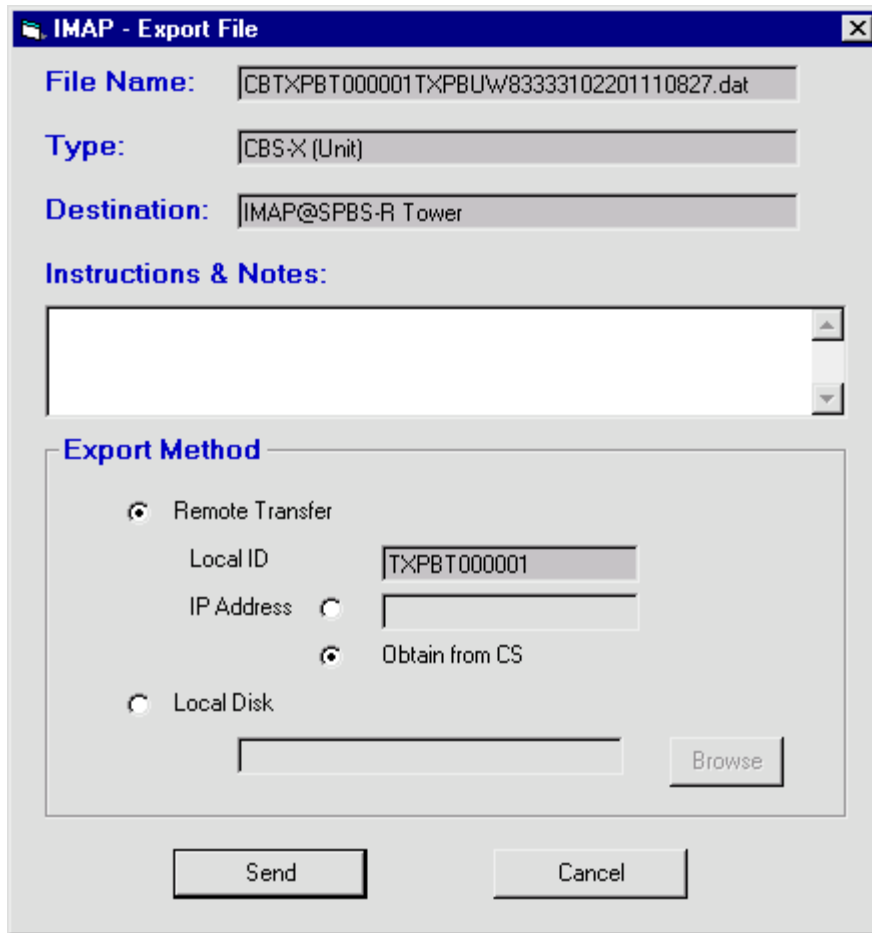
5. After you click the **No** button, IMAP-L will notify you that the CBS-X file will be exported. Click the **OK** button, and the *Export Files* window will appear.



Sending the File to the SPBS-R Tower IMAP-L

Now that you have imported the CBS-X file, you will need to transfer the file to the IMAP-L at the SPBS-R Tower location.

1. To export the selected file, review the *Export Method* information on the *Export File* screen. IMAP-L will send this file to the Local ID that you identified during the *Parameters Wizard* process.



The dialog box is titled "IMAP - Export File". It contains the following fields and options:

- File Name:** CBTXPBT000001TXPBUW83333102201110827.dat
- Type:** CBS-X (Unit)
- Destination:** IMAP@SPBS-R Tower
- Instructions & Notes:** A large empty text area.
- Export Method:**
 - ☒ Remote Transfer
 - Local ID:** TXPBT000001
 - IP Address:** ☐ (empty) ☒ Obtain from CS
 - ☐ Local Disk
 - (empty)

At the bottom are **Send** and **Cancel** buttons.

2. If you know the IP address of the SPBS-R Tower, click the *IP Address* radio option and enter the address. Otherwise, the *Obtain from CS* option will search the IMAP-C database for the IP address of the SPBS-R Tower. If you are unsure of the IP address, do not change the option.
3. When you are ready to export the file, click the **Send** button.
4. If the IP address was not found on the IMAP-C database, IMAP-L will notify you. The message box shown below will appear. Click the **OK** button to continue.

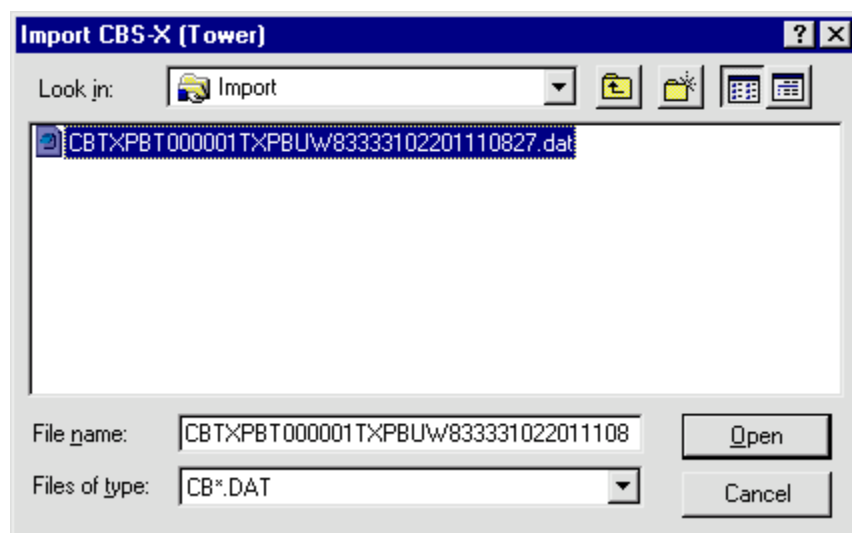


5. You can now change the *Remote Transfer* option to *IP Address* and enter the address, or click the **Cancel** button to send this file at a later time.
6. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

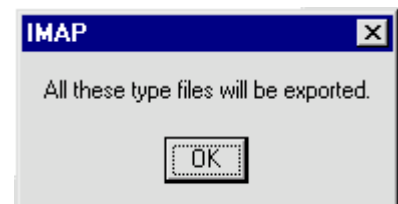
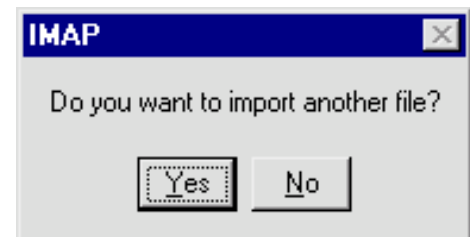
Importing Data into the SPBS-R Tower IMAP-L

Follow the steps below to import the CBS-X file into the IMAP-L at the SPBS-R Tower facility.

1. Select **File** at the main menu and select the **Import/Process** option. The *Import/ Process Files* screen will appear.
2. Select the **CBS-X (Tower)** option from the *Import Type* drop down list and click the **Import** button.
3. IMAP-L will prompt you to locate the CB*.Dat file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.



4. After selecting the file, IMAP-L will ask if you would like to import another file.
 - If you wish to import another file, insert the next floppy disk before clicking the **Yes** button. Once you click **Yes**, IMAP-L will allow you to select another file to import.
 - Click the **No** button if you have no other files of this type to import. IMAP-L will return to the *Import/Process Files* window.
5. After you click the **No** button, IMAP-L will notify you that the CBS-X file will be exported. Click the **OK** button, and the *Export Files* window will appear.



Exporting the File to the SPBS-R Tower

Now that you have imported the CBS-X file, you will need to export the file to the SPBS-R Tower.

1. To export the selected file, review the *Export Method* information on the *Export File* screen. IMAP-L will send this file to the *Local Disk* for importing into SPBS-R Tower.

IMAP - Export File

File Name: ALV72A.RSM

Type: CBS-X (Tower)

Destination: SPBS-R Tower

Instructions & Notes:

Export Method

☐ Remote Transfer

Local ID

IP Address

☐ Obtain from CS

☒ Local Disk

Browse

Send **Cancel**

2. Click the **Browse** button to select the destination for this file.
3. When you are ready to export the file, click the **Send** button.
4. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

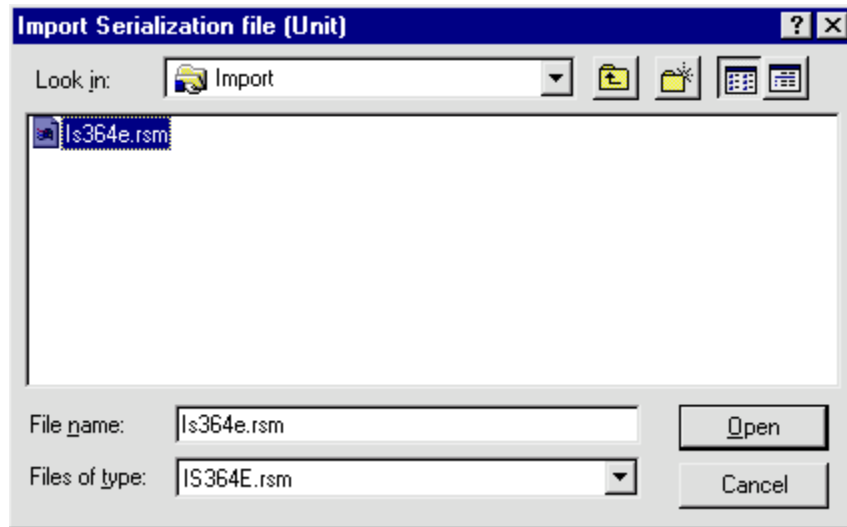
Serialization Files

Importing Data into the SPBS-R Unit IMAP-L

Follow the steps below to import the Serialization file.

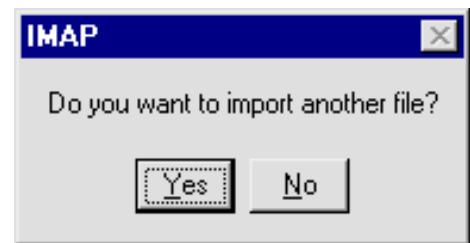
1. Select **File** at the main menu and select the **Import/Process** option. The *Import/ Process Files* screen will appear.
2. Select the **Serialization file (Unit)** option from the *Import Type* drop down list and click the **Import** button.

3. IMAP-L will prompt you to locate the IS364E.RSM file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.

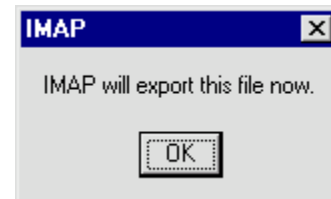


4. IMAP-L will rename the file in preparation for the processing step. After the file is renamed, IMAP-L will ask if you would like to import another file.

- If you wish to import another file, insert the next floppy disk before clicking the **Yes** button. Once you click **Yes**, IMAP-L will allow you to select another file to import.
- Click the **No** button if you have no other files of this type to import. IMAP-L will return to the *Import/Process Files* window.



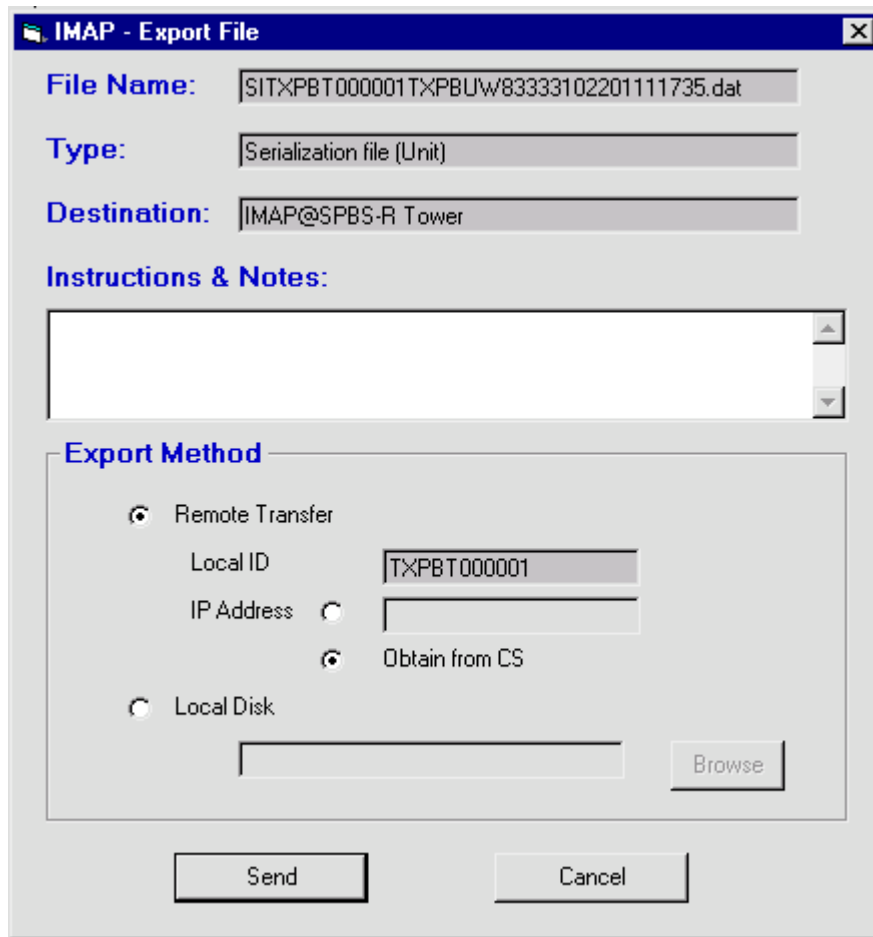
5. After you click the **No** button, IMAP-L will notify you that the CBS-X file will be exported. Click the **OK** button, and the *Export Files* window will appear.



Sending the File to the SPBS-R Tower IMAP-L

Now that you have imported the Serialization file, you will need to transfer the file to the IMAP-L at the SPBS-R Tower location.

1. To export the selected file, review the *Export Method* information on the *Export File* screen. IMAP-L will send this file to the Local ID that you identified during the *Parameters Wizard* process.



2. If you know the IP Address of the SPBS-R Tower, click the *IP Address* radio option and enter the address. Otherwise, the *Obtain from CS* option will search the IMAP-C database for the IP address of the SPBS-R Tower. If you are unsure of the IP address, do not change the option.
3. When you are ready to export the file, click the **Send** button.
4. If the IP address was not found on the IMAP-C database, IMAP-L will notify you. The message box shown below will appear. Click the **OK** button to continue.

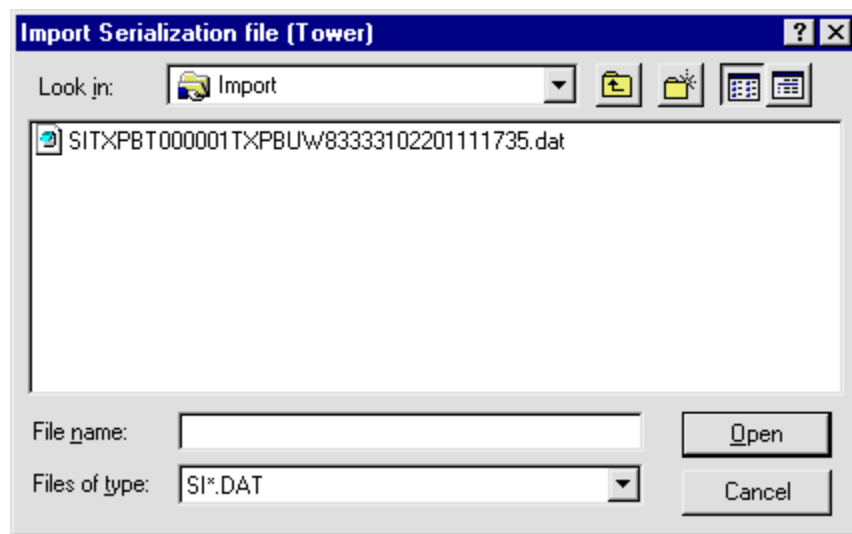


5. You can now change the *Remote Transfer* option to *IP Address* and enter the address, or click the **Cancel** button to send this file at a later time.
6. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

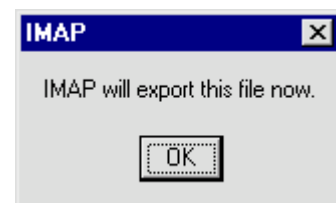
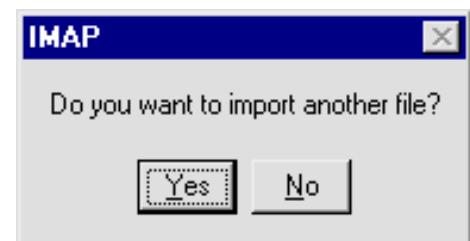
Importing Data into the SPBS-R Tower IMAP-L

Follow the steps below to import the Serialization file into the IMAP-L at the SPBS-R Tower facility.

1. Select **File** at the main menu and select the **Import/Process** option. The *Import/ Process Files* screen will appear.
2. Select the **Serialization file (Tower)** option from the *Import Type* drop down list and click the **Import** button.
3. IMAP-L will prompt you to locate the SI*.Dat file to import. If the file resides on the floppy drive, choose the appropriate drive letter. After the drive is selected, IMAP-L will display the file name if found. Click on the file to import and then click the **Open** button.



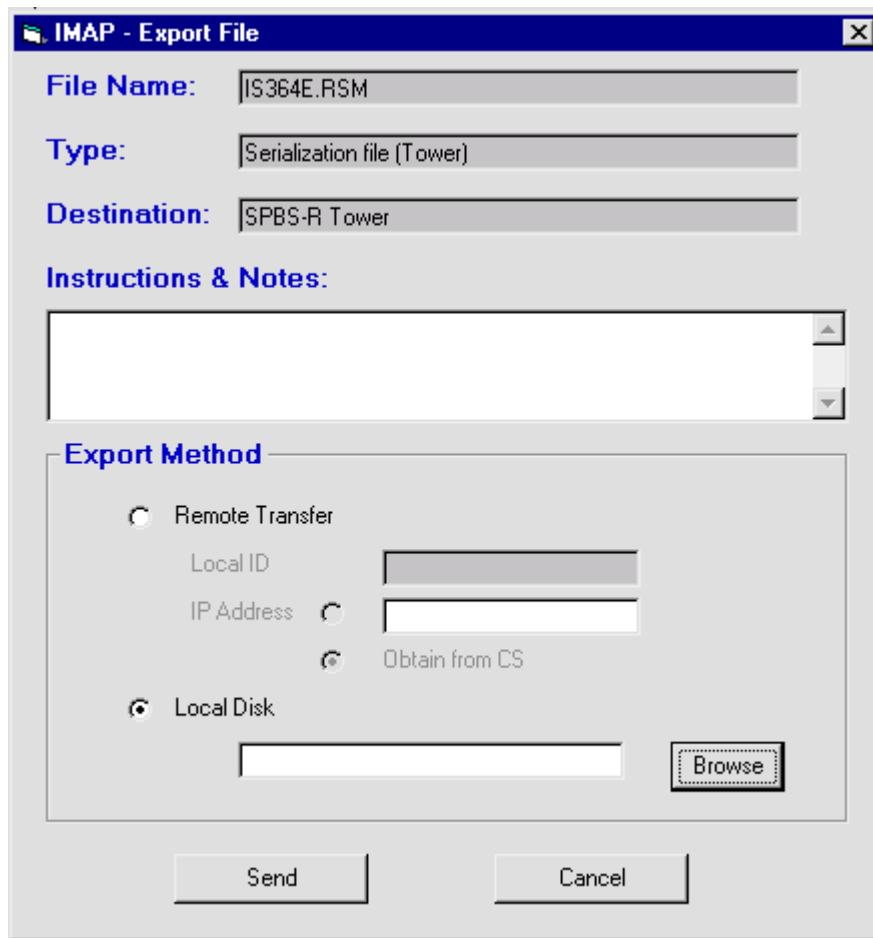
4. After selecting the file, IMAP-L will ask if you would like to import another file.
 - If you wish to import another file, insert the next floppy disk before clicking the **Yes** button. Once you click **Yes**, IMAP-L will allow you to select another file to import.
 - Click the **No** button if you have no other files of this type to import. IMAP-L will return to the *Import/Process Files* window.
5. After you click the **No** button, IMAP-L will notify you that the Serialization file will be exported. Click the **OK** button, and the *Export Files* window will appear.



Exporting the File to the SPBS-R Tower

Now that you have imported the Serialization file, you will need to export the file to the SPBS-R Tower.

1. To export the selected file, review the *Export Method* information on the *Export File* screen. IMAP-L will send this file to the *Local Disk* for importing into the SPBS-R Tower.



The image shows a Windows-style dialog box titled "IMAP - Export File". It contains several fields and sections:

- File Name:** A text box containing "IS364E.RSM".
- Type:** A dropdown menu showing "Serialization file (Tower)".
- Destination:** A text box containing "SPBS-R Tower".
- Instructions & Notes:** A large empty text area with scrollbars.
- Export Method:** A section with two radio button options:
 - Remote Transfer:** Includes fields for "Local ID" and "IP Address", and a radio button for "Obtain from CS".
 - Local Disk:** Includes a text box and a "Browse" button.
- Buttons:** "Send" and "Cancel" buttons at the bottom.

2. Click the **Browse** button to select the destination for this file.
3. When you are ready to export the file, click the **Send** button.
4. Once the export process is complete, the **Send** button will change to **Done**. Click the **Done** button to exit the export screen and return to the *Main Status* screen.

15.0 Exiting IMAP-L

It is essential that you exit IMAP-L correctly.

To close the program, click the **File** menu option and click **Exit**. Another option is to click the 'X' on the top right corner of the program. If you do not shut down using either of these two methods, you run the risk of corrupting files and losing data.



DO NOT SHUT DOWN YOUR COMPUTER UNTIL YOU HAVE PROPERLY CLOSED IMAP-L USING THE ABOVE METHOD.

16.0 Getting Help

The About Screen

The IMAP-L about screen displays the current version of the IMAP-L that you are using. Please refer to this screen if you are experiencing problems. The FAST Desk will need to know the version in order to troubleshoot your problem.

The about screen (shown below) will appear each time you start IMAP-L. If you wish to see the information on this screen while you are in IMAP-L, click the **Help** menu option and choose **About**.



The Functional Area Support – Technical (FAST) Desk

If you still have questions after referring to the User's Manual, contact your CSSAMO. Your CSSAMO should be able to pin-point the problem and recommend a solution. If a solution cannot be identified, the CSSAMO can contact the FAST Desk at NGB. You can reach the FAST Desk by:

- E-mail at **FAST@ngb.army.mil** or
- Contacting the desk by telephone: Commercial (703) 607-9411 or DSN 327-9411.

Be sure to specify what screen you are on and what action you are trying to accomplish. If there are any error messages involved, it is important that you write them down “word for word.” This will help to target the cause of the problem and provide an effective solution.

If you leave a voice mail message, please provide your name, state and facility number, commercial phone number, and a brief description of the problem you are experiencing. Your call will be returned as soon as possible, in the order it was received.

Appendix A: Importing and Exporting: Revealed!

You may notice that the files created by IMAP-L have very long and often indecipherable file names. Believe it or not, these file names were designed in a logical manner. This section will provide you with the details to recognize the type of file that you send and receive.

NOTE: This section only identifies the files created by IMAP-L. You should already be familiar with the files created by the STAMIS.

All the files created by IMAP-L start with a two character code that identifies the type of file (e.g., work order request, supply status, AMSS end of month).

Import Files

The IMAP-L import files identified in the table below are created within IMAP-L and sent to another IMAP-L. These file names will appear in your IMAP-L Import folder and will also show on your *Main Status* screen under the *Files to Import* node. Use this table to identify the type of file that you've received.

Import Type	Import File Name
2408-9 to LOGSA	ET+LocID+RemID+Date+Time.DAT
AMSS 005 from Lower	AU+LocID+RemID+UIC+mmyy.dat
AMSS End of Period to SAMS2	AR+LocID+RemID+UIC+RptDate.DAT
Asset Visibility (Tower)	AV+LocID+RemID+CAC.avb
CBS-X (Tower)	CB+LocID+RemID +Date+Time.DAT
Checkbook Adjustment	CA+LocID+RemID+Date+Tim.DAT
INOP (Daily) to SAMS-2	ID+LocID+RemID+date+time.DAT
INOP (Weekly) to SAMS-2	IN+LocID+RemID+date+time.DAT
Serialization file (Tower)	SI+LocID+RemID+date+time.DAT
Supply Request (Funded)	SR+RemID+LocID+Date+Time+#.DAT
Supply Status	SS+LocID+RemID+Date+Time.DAT
Upper Checkbook	CL+RemID+LocID+Date+Time.DAT
Utrans (Receiver)	UT+LocID+RemID+Date+Time.zip
WO Request to SAMS (Work Orders)	WO+RemID+LocID+Date+Time.DAT
WO Request to SAMS (Additional Info)	WP+RemID+LocID+Date+Time.DAT
WO Request to SAMS (Fault Info)	WF+RemID+LocID+Date+Time.DAT
WO Status (CS)	WT+LocID+RemID+Date+Time.DAT
WO Status to ULLS-G	WS+RemID+LocID+Date+Time.DAT

In addition to the two character code that identifies the type of file, each file name also identifies the sending facility and recipient facility. In the table above, the 'LocID' portion of the file name will always be your IMAP-L Local ID. The 'RemID' portion is the IMAP-L Local ID of the facility that sent the file to you. These files also have the time and date stamp of when the file was created. This was included to make sure information did not get overwritten if another file of the same type was received.

Export Files

The IMAP-L export files identified in the table below are created within IMAP-L and sent to another IMAP-L. These file names will appear in your IMAP-L Export folder and will also show on your *Main Status* screen under the *Files to Send* or *Files Sent* node. Use this table to identify the type of file that you've exported.

Export Type	Export File Name
2408-9 (Unit)	ET+RemID+LocID+Date+Time.DAT
AMSS 005 from ULLS-G	AU+RemID+LocID+UIC+Date+Tim
AMSS End of Period from ULLS	AR+RemID+LocID+UIC+RptDate
AMSS End of Period to SAMS2	AS+Date+Time.DAT(AWAME130.DAT)
Asset Visibility (Tower)	AV+CAC.avb(CAC.DAT)
Asset Visibility (Unit)	AV+RemID+LocID+CAC.avb
CBS-X (Tower)	CT+date+time.DAT(ALV72A.RSM)
CBS-X (Unit)	CB+RemID+LocID+Date+Time.DAT
Checkbook Adjustment	CA+LocID+RemID+Date+Tim.DAT
INOP (Daily) from SAMS-1	ID+RemID+LocID+date+time.DAT
INOP (Daily) to SAMS-2	IA+date+time.DAT(AHN4AD.DAT)
INOP (Weekly) from SAMS-1	IN+RemID+LocID+date+time.DAT
INOP (Weekly) to SAMS-2	IW+date+time.DAT(AHN4BD.DAT)
Lower Checkbook	CU+RemID+LocID+date+time.DAT
MILSTRIP records	239B390903.DAT (Time Stamp)
Serialization file (Tower)	ST+date+time.DAT(IS364E.DAT)
Serialization file (Unit)	SI+RemID+LocID+date+time.DAT
Supply Request (CS)	SR+RemID+LocID+Date+Time+#.DAT
Supply Request (Funded)	SR+Date+Time+SARSS#.DAT
Supply Request (SAMS-1)	SL+Date+Time1.DAT(AJTS7A.DAT)
Supply Request (SPBS-R)	SL+Date+Time1.DAT(AJTS7A.DAT)
Supply Request (ULLS)	SL+Date+Time1.DAT(AJTS7A.DAT)
Supply Status	SL+Date+Time1.DAT(AJTS7A.DAT)
Supply Status (CS)	SS+RemID+LocID+Date+Time.DAT
Upper Checkbook	CL+RemID+LocID+Date+Time.DAT
Utrans (Sender)	UT+RemID+LocID+Date+Time.zip
WO Request from ULLS-G	WO+RemID+LocID+Date+Time.DAT
WO Request from ULLS-G (Additional Info)	WP+RemID+LocID+Date+Time.DAT
WO Request from ULLS-G (Fault Info)	WF+RemID+LocID+Date+Time.DAT
WO Status (CS)	WS+RemID+LocID+Date+Time.DAT
WO Status from SAMS to CS	WT+RemID+LocID+Date+Time.DAT
WO Status to ULLS-G	WU+Date+Time1.DAT(AHN4LD.DAT)

In addition to the two character code that identifies the type of file, each file name also identifies the sending facility and recipient facility. In the table above, the 'LocID' portion of the file name will always be your IMAP-L Local ID. The 'RemID' portion is the IMAP-L Local ID of the facility that sent the file to you. These files also have the time and date stamp of when the file was created. This was included to make sure information did not get overwritten if another file of the same type was received.

Process Files

The IMAP-L process files identified in the table below are created within IMAP-L before processing and export. These file names will appear in your IMAP-L Process folder and will also show on your *Main Status* screen under the *Files to Process* node. Use this table to identify the type of file that you've received.

NOTE: In many cases, you will not see any files in the Process folder. If you happen to cancel an import process, you will see these files. These files are waiting to be validated and then exported.

Process Type	Process File Name
2408-9 to LOGSA	ET+LocID+RemID+Date+Time.DAT
AMSS 005 from Lower	AU+LocID+RemID+UIC+mmyy.dat
AMSS 005 from ULLS-G	AU+RemID+LocID+UIC+Date+Tim
AMSS End of Period from ULLS	AR+RemID+LocID+UIC+RptDate
AMSS End of Period to SAMS2	AS+Date+Time.DAT
Asset Visibility (Tower)	AV+LocID+RemID+CAC.avb
CBS-X (Tower)	CB+LocID+RemID +Date+Time.DAT
Checkbook Adjustment	CA+LocID+RemID+Date+Tim.DAT
INOP (Daily) to SAMS-2	ID+LocID+RemID+date+time.DAT
INOP (Weekly) to SAMS-2	IN+LocID+RemID+date+time.DAT
Serialization file (Tower)	SI+LocID+RemID+date+time.DAT
Supply Request (SAMS-1)	SC+LocID+Date+Time.Dat
Supply Request (SAMS-1)(Cancel)	SU+RemID+LocID+Date+Time.DAT
Supply Request (SPBS-R)	SC+LocalID+Date+Time.Dat
Supply Request (SPBS-R)(Cancel)	SU+RemID+LocID+Date+Time.DAT
Supply Request (ULLS)	SC+LocID+Date+Time.Dat
Supply Request (ULLS)(Cancel)	SU+RemID+LocID+Date+Time.DAT
Supply Status	SU+LocID+RemID+Date+Time.DAT
Upper Checkbook	CL+RemID+LocID+Date+Time.DAT
Utrans (Receiver)	UT+LocID+RemID+Date+Time.zip
WO Request from ULLS-G	WO+RemID+LocID+Date+Time
WO Request to SAMS	WR+RemID+LocID+Date+Time.DAT
WO Status (CS)	WT+LocID+RemID+Date+Time.DAT
WO Status to ULLS-G	WS+RemID+LocID+Date+Time.DAT

In addition to the two character code that identifies the type of file, each file name also identifies the sending facility and recipient facility. In the table above, the 'LocID' portion of the file name will always be your IMAP-L Local ID. The 'RemID' portion is the IMAP-L Local ID of the facility that sent the file to you. These files also have the time and date stamp of when the file was created. This was included to make sure information did not get overwritten if another file of the same type was received.

Appendix B: Parameters Checklists

SAMS-1 IMAP-L Checklist

<u>IMAP Lower Parameters Data Sheet for Facilities that Support SAMS-1</u>						
<u>Local ID (screen # 2)</u>	Example	Only one column per facility				
State: State Abbreviation	TX					
Facility: Your facility name CSM = CSMS, MTS = MATES SAMS-1	CSM or MTS					
Facility Number: 1 to 99	1					
<u>IMAP Connections (screen # 3)</u>						
ULLS-G Boxes: How many ULLS-G are operational at your site	N/A					
In State SARSS: How many SARSS-1 you interface with	2					
Out State SARSS: Do you interface with an out of SARSS-1	0					
SAMS-1 Support: How many SAMS-1 support your facility and	N/A					
How many SAMS-1s in the entire State	N/A					
<u>AMSS Reporting</u>						
AMSS to Higher: Do you send "Send to Higher" to other OMS	N/A					
AMSS from Lower: Do you receive "AMSS Send to Higher"	N/A					
End of Report Period: Do you rollup AMSS "AA" UICs	N/A					
LOGSA ID:	N/A					

LOGSA Password:	N/A					
AVCRAD:	N/A					
Central Server IP: Given to you at the training	?					
UTRANS: Do you send ULLS-G UTRANS to the unit?	N/A					
<u>DODAAC Information (screen # 4)</u>	Example	A column for each DODAAC that creates requisitions				
	DODAAC # X	DODAAC # 1	DODAAC # 2	DODAAC # 3	DODAAC # 4	DODAAC # 5
DODAAC: Make a column for each DODAAC you support	W90AA0					
UIC: Enter UIC that corresponds with the above DODAAC	W31LAA					
Unit Name: Name of Unit	CSMS-1					
UTRANS Local ID: Unit DODAAC that will receive the UTRANS	N/A					
ULLS-G Boxes: If multiple, assign letter(s) to each ULLS-G box	N/A					
Send to Higher Local ID: OMS number that receives your file(s)	N/A					
DSU Code: What DSU code(s) are used in the ULLS-G	A					
State ID: State Abbreviation	TX					
SARSS #: If supported by multiple SARSS-1, enter number	2					
SAMS-1(s): SAMS-1 number that supports you (can have multiple)	N/A					
Receive from Lower UIC: Derivative UIC that you receive for your AMSS rollup	N/A					
EIC(s): EIC for specific DODAAC	BAA					

	BBD					
	BS8					
<u>IP Addresses (screen # 5)</u>	?					
IMAP Upper: Given at the training	?					
Out of State SARSS: Given at the training	N/A					
Out of State Send to Higher: Given at the training	N/A					

SAMS-2 IMAP-L Checklist

<u>IMAP Lower Parameters Data Sheet for Facilities that Support SAMS-2</u>						
<u>Local ID (screen # 2)</u>	Example	Only one column per facility				
State: State Abbreviation	TX					
Facility: Your facility name SAM = SAMS-2	SAM					
Facility Number: Always # 1	1					
<u>IMAP Connections (screen # 3)</u>						
ULLS-G Boxes: How many ULLS-G are operational at your site	N/A					
In State SARSS: How many SARSS-1 you interface with	N/A					
Out State SARSS: Do you interface with an out of SARSS-1	0					
SAMS-1 Support: How many SAMS-1 support your facility and	N/A					
How many SAMS-1s in the States						
<u>AMSS Reporting</u>						
AMSS to Higher: Do you send "Send to Higher" to other OMS	N/A					
AMSS from Lower: Do you receive "AMSS Send to Higher"	N/A					
End of Report Period: Do you rollup AMSS "AA" UICs	N/A					
LOGSA ID: Your current LOGSA login ID	samsf??					
LOGSA Password: Your current LOGSA password	???????					

AVCRAD:	N/A					
Central Server IP: Given to you at the training	??????					
UTRANS: Do you send ULLS-G UTRANS to the unit?	N/A					
<u>IP Addresses (screen # 5)</u>						
IMAP Upper: Given at the training	A/A					
Out of State SARSS: Given at the training	N/A					
Out of State Send to Higher: Given at the training	N/A					

SPBS-R PBO IMAP-L Checklist

IMAP Lower Parameters Data Sheet for Facilities that Support SPBS-R PBO system						
<u>Local ID (screen # 2)</u>	Example	Only one column per SPBS-R				
State: State Abbreviation	TX					
Facility: Your facility name PBU = SPBS-R Unit	PBU					
DODAAC: Property Book DODAAC	W90XAA					
<u>IMAP Connections (screen # 3)</u>						
ULLS-G Boxes: How many ULLS-G are operational at your site	N/A					
In State SARSS: How many SARSS-1 you interface with	1					
Out State SARSS: Do you interface with an out of SARSS-1	0					
SAMS-1 Support: How many SAMS-1 support your facility and	N/A					
How many SAMS-1s in the States						
<u>AMSS Reporting</u>						
AMSS to Higher: Do you send "Send to Higher" to other OMS	N/A					
AMSS from Lower: Do you receive "AMSS Send to Higher"	N/A					
End of Report Period: Do you rollup AMSS "AA" UICs	N/A					
LOGSA ID:	N/A					
LOGSA Password:	N/A					

AVCRAD:	N/A					
Central Server IP: Given to you at the training	?					
UTRANS: Do you send ULLS-G UTRANS to the unit?	N/A					
<u>DODAAC Information (screen # 4)</u>	Example	SPBS-R	Add DODAACs of units supported by this SPBS-R			
	DODAAC # X	PBO DODAAC	DODAAC # 1	DODAAC # 2	DODAAC # 3	DODAAC # 4
DODAAC: Make a column for each DODAAC you support	W90XAA					
UIC: Enter UIC that corresponds with the above DODAAC	W31LAA					
Unit Name: Name of Unit	31ST INF BN					
UTRANS Local ID: Unit DODAAC that will receive the UTRANS	N/A					
ULLS-G Boxes: If multiple, assign letter(s) to each ULLS-G box	N/A					
Send to Higher Local ID: OMS number that receives your file(s)	N/A					
DSU Code: What DSU code(s) are used in the ULLS-G	A					
State ID: State Abbreviation	TX					
SARSS #: If supported by multiple SARSS-1, enter number	1					
SAMS-1(s): SAMS-1 number that supports you (can have multiple)	N/A					
Receive from Lower UIC: Derivative UIC that you receive for your AMSS rollup	N/A					

EIC(s): EIC for specific DODAAC	N/A					
IP Addresses (screen # 5)						
IMAP Upper: Given at the training	?????					
Out of State SARSS: Given at the training	N/A					
Out of State Send to Higher: Given at the training	N/A					

SPBS-R Tower IMAP-L Checklist

IMAP Lower Parameters Data Sheet for Facilities that Support SPBS-R Tower						
Local ID (screen # 2)	Example	Only one column per facility				
State: State Abbreviation	TX					
Facility: Your facility name PBT = SPBS-R Tower	PBT					
Facility Number: Always # 1	1					
IMAP Connections (screen # 3)						
ULLS-G Boxes: How many ULLS-G are operational at your site	N/A					
In State SARSS: How many SARSS-1 you interface with	N/A					
Out State SARSS: Do you interface with an out of SARSS-1	N/A					
SAMS-1 Support: How many SAMS-1 support your facility and	N/A					
How many SAMS-1s in the entire State						
AMSS Reporting						
AMSS to Higher: Do you send "Send to Higher" to other OMS	N/A					
AMSS from Lower: Do you receive "AMSS Send to Higher"	N/A					
End of Report Period: Do you rollup AMSS "AA" UICs	N/A					
LOGSA ID: Your current LOGSA login ID	???????					
LOGSA Password: Your current LOGSA password	???????					

AVCRAD:	N/A					
Central Server IP: Given to you at the training	??????					
UTRANS: Do you send ULLS-G UTRANS to the unit.	N/A					
<u>IP Addresses (screen # 5)</u>						
IMAP Upper: Given at the training	A/A					
Out of State SARSS: Given at the training	N/A					
Out of State Send to Higher: Given at the training	N/A					

ULLS-G IMAP-L Checklist

<u>IMAP Lower Parameters Data Sheet for Facilities that Support ULLS-G</u>						
<u>Local ID (screen # 2)</u>	Example	Only one column per facility				
State: State Abbreviation	TX					
Facility: Your facility name OMS=OMS, UTE = UTE, MATES Org = MTO	OMS, UTE, MTO					
Facility Number: 1 to 99	20					
<u>IMAP Connections (screen # 3)</u>						
ULLS-G Boxes: How many ULLS-G are operational at your site	5					
In State SARSS: How many SARSS-1 you interface with	2					
Out State SARSS: Do you interface with an out of SARSS-1	0					
SAMS-1 Support: How SAMS-1 support your facility and	3 and 5					
How many SAMS-1s in the entire State						
<u>AMSS Reporting</u>						
AMSS to Higher: Do you send "Send to Higher" to other OMS	Checked					
AMSS from Lower: Do you receive "AMSS Send to Higher"	Checked					
End of Report Period: Do you rollup AMSS "AA" UICs	Checked					
LOGSA ID:	N/A					
LOGSA Password:	N/A					

AVCRAD:	N/A					
Central Server IP: Given to you at the training	???????					
UTRANS: Do you send ULLS-G UTRANS to the unit.	Checked					
<u>DODAAC Information (screen # 4)</u>	Example	A column for each DODAAC you support				
	DODAAC # X	DODAAC # 1	DODAAC # 2	DODAAC # 3	DODAAC # 4	DODAAC # 5
DODAAC: Make a column for each DODAAC you support	W90AA0					
UIC: Enter UIC that correspond with the above DODAAC	W31LAA					
Unit Name: Name of Unit	31ST INF BN					
UTRANS Local ID: Unit DODAAC that will receive the UTRANS	TXUGUW31LAA					
ULLS-G Boxes: If multiple, assign letter(s) to each ULLS-G box	ULLSG-A					
Send to Higher Local ID: OMS number that receive your file(s)	N/A					
DSU Code: What DSU code(s) are used in the ULLS-G	A					
State ID: State Abbreviation	TX					
SARSS #: If supported by multiple SARSS-1, enter number	2					
SAMS-1(s): SAMS-1 number that supports you (can have multiple)	SAMS1-01					
Receive from Lower UIC: Derivative UIC that you receive for your AMSS rollup	W31LC0					

EIC(s): EIC for specific DODAAC	BAA					
	BBD					
	BS8					
<u>IP Addresses (screen # 5)</u>	??????					
IMAP Upper: Given at the training	??????					
Out of State SARSS: Given at the training	N/A					
Out of State Send to Higher: Given at the training	N/A					

ULLS-S4 IMAP-L Checklist

IMAP Lower Parameters Data Sheet for Facilities that Support ULLS-S4						
<u>Local ID (screen # 2)</u>	Example	Only one column per ULLS-S4				
State: State Abbreviation	TX					
Facility: Your facility name S4U = ULLS-S4	S4U					
DODAAC: Unit DODAAC	W81XX3					
<u>IMAP Connections (screen # 3)</u>						
ULLS-G Boxes: How many ULLS-G are operational at your site	N/A					
In State SARSS: How many SARSS-1 you interface with	1					
Out State SARSS: Do you interface with an out of SARSS-1	0					
SAMS-1 Support: How SAMS-1 support your facility and	N/A					
How many SAMS-1s in the entire State						
<u>AMSS Reporting</u>						
AMSS to Higher: Do you send "Send to Higher" to other OMS	N/A					
AMSS from Lower: Do you receive "AMSS Send to Higher"	N/A					
End of Report Period: Do you rollup AMSS "AA" UICs	N/A					
LOGSA ID:	N/A					
LOGSA Password:	N/A					

AVCRAD:	N/A					
Central Server IP: Given to you at the training	?					
UTRANS: Do you send ULLS-G UTRANS to the unit?	N/A					
<u>DODAAC Information (screen # 4)</u>	Example	If more than one DODAAC add a column for each DODAAC in the ULLS-S4				
	DODAAC # X	DODAAC # 1	DODAAC # 2	DODAAC # 3	DODAAC # 4	DODAAC # 5
DODAAC: Make a column for each DODAAC you support	W81XX3					
UIC: Enter UIC that corresponds with the above DODAAC	W31LAA					
Unit Name: Name of Unit	HHC 31ST INF					
UTRANS Local ID: Unit DODAAC that will receive the UTRANS	N/A					
ULLS-G Boxes: If multiple, assign letter(s) to each ULLS-G box	N/A					
Send to Higher Local ID: OMS number that receives your file(s)	N/A					
DSU Code: What DSU code(s) are used in the ULLS-G	A					
State ID: State Abbreviation	TX					
SARSS #: If supported by multiple SARSS-1, enter number	1					
SAMS-1(s): SAMS-1 number that supports you (can have multiple)	N/A					
Receive from Lower UIC: Derivative UIC that you receive for your AMSS rollup	N/A					

EIC(s): EIC for specific DODAAC	N/A					
IP Addresses (screen # 5)						
IMAP Upper: Given at the training	?????					
Out of State SARSS: Given at the training	N/A					
Out of State Send to Higher: Given at the training	N/A					

USPFO IMAP-L Checklist

<u>IMAP Lower Parameters Data Sheet for Facilities that Support THE USPFO</u>						
<u>Local ID (screen # 2)</u>	Example	Only one column per USPFO				
State: State Abbreviation	TX					
Facility: Your facility name USP = USPFO	USP					
DODAAC: Unit DODAAC	W81XX9					
<u>IMAP Connections (screen # 3)</u>						
ULLS-G Boxes: How many ULLS-G are operational at your site	N/A					
In State SARSS: How many SARSS-1 you interface with	1					
Out State SARSS: Do you interface with an out of SARSS-1	0					
SAMS-1 Support: How SAMS-1 support your facility and	N/A					
How many SAMS-1s in the entire State						
<u>AMSS Reporting</u>						
AMSS to Higher: Do you send "Send to Higher" to other OMS	N/A					
AMSS from Lower: Do you receive "AMSS Send to Higher"	N/A					
End of Report Period: Do you rollup AMSS "AA" UICs	N/A					
LOGSA ID:	N/A					
LOGSA Password:	N/A					

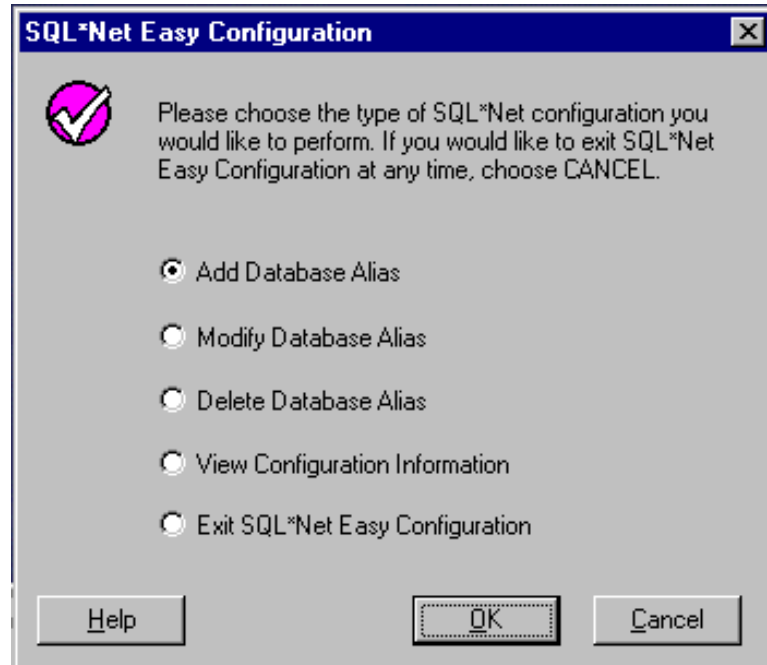
AVCRAD:	N/A					
Central Server IP: Given to you at the training	?					
UTRANS: Do you send ULLS-G UTRANS to the unit?	N/A					
<u>DODAAC Information (screen # 4)</u>	Example	If more than one DODAAC add a column for each DODAAC in the ULLS-S4				
	DODAAC # X	DODAAC # 1	DODAAC # 2	DODAAC # 3	DODAAC # 4	DODAAC # 5
DODAAC: Make a column for each DODAAC you support	W81XX9					
UIC: Enter UIC that corresponds with the above DODAAC	WUSPF0					
Unit Name: Name of Unit	USPFO TX					
UTRANS Local ID: Unit DODAAC that will receive the UTRANS	N/A					
ULLS-G Boxes: If multiple, assign letter(s) to each ULLS-G box	N/A					
Send to Higher Local ID: OMS number that receives your file(s)	N/A					
DSU Code: What DSU code(s) are used in the ULLS-G	A					
State ID: State Abbreviation	TX					
SARSS #: If supported by multiple SARSS-1, enter number	1					
SAMS-1(s): SAMS-1 number that supports you (can have multiple)	N/A					
Receive from Lower UIC: Derivative UIC that you receive for your AMSS rollup	N/A					

EIC(s): EIC for specific DODAAC	N/A					
IP Addresses (screen # 5)						
IMAP Upper: Given at the training	?????					
Out of State SARSS: Given at the training	N/A					
Out of State Send to Higher: Given at the training	N/A					

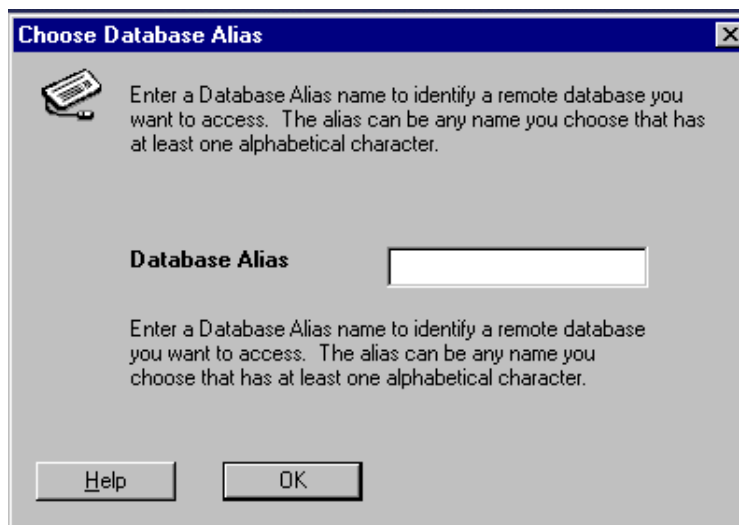
Appendix C: Oracle Setup

Setting Up The Oracle Connection

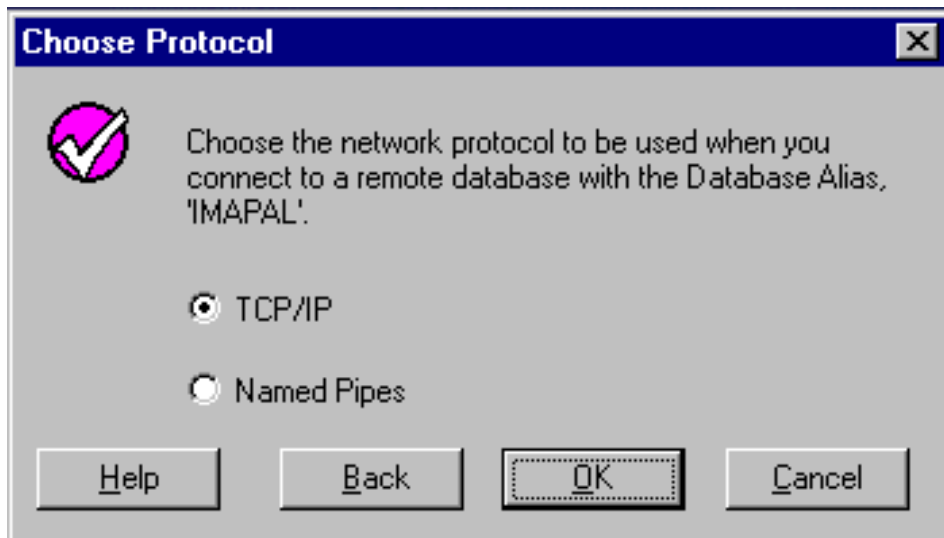
1. From the Program Menu, select **SQL*NET Easy Configuration**.
2. When the *SQL*NET Easy Configuration* screen appears, select the **Add Database Alias** option and click the **OK** button.



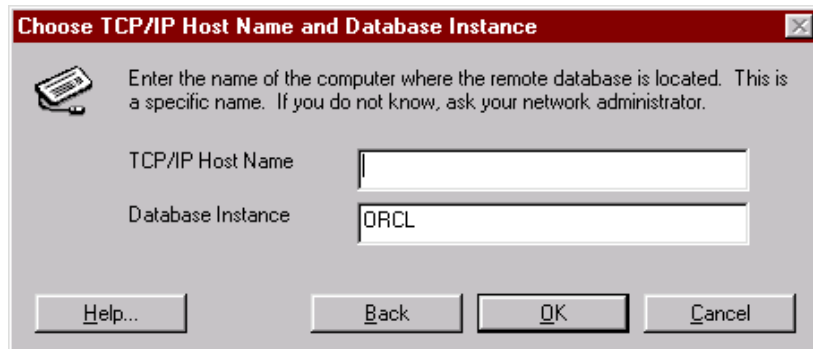
3. When the *Choose Database Alias* screen appears, enter a name for the alias. The preferred alias to enter will be: "IMAP" + your 2 character state ID, i.e. "IMAPAL".



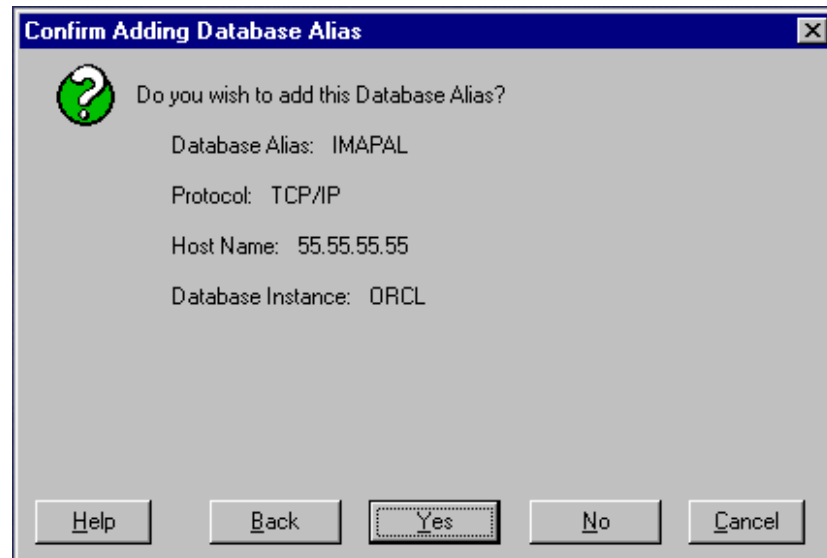
4. The next screen will allow you to select the protocol. The default is TCP/IP; you will not need to change this. Click the **OK** button to continue.



5. The next screen will allow you to enter the *Host Name* and the *Database Instance*.



- The *Host Name* is the IP address for the HP. This will be given to you by the DPI.
- The IP will look like 55.55.55.55
- The *Database Instance* is the ORACLE SID. This is also given by the DPI. The SID will look like "ORCL".



6. The next screen will display the information entered in the previous screens for your confirmation.
7. If any of the information needs to be changed, click the **Back** button until you reach the information that needs to be corrected. If all the information is correct, click the **Yes** button to indicate that you wish to add the alias.
8. If you click **Yes** to add, the next screen will exit you out of the SQL*NET Easy Configuration process. Select the *Exit SQL*NET*Easy Configuration* option and click the **OK** button.

